PAY100

Users Guide

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Comprite Kenya Limited.

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Installation

Pay100 Plus was designed to be easy to install, run and maintain. Please find below instructions on the minimum system requirements, as well as step-by-step procedures on how to install Pay100 Plus. As this guide is intended for new users details on how to upgrade the system are not covered here. For more information, please contact Comp-rite Kenya Limited directly.

System Requirements

Please ensure your computer conforms to the following minimum hardware and software requirements before proceeding with your installation.

- 80486 (486) Processor (or higher)
- A 3.5 inch floppy disk drive
- CD-ROM Drive
- Mouse
- 8MB RAM
- Microsoft Windows 95 or Higher
- VGA or higher resolution monitor recommended.
- Program requires 3MB
- Data requires 1MB for upto 100 employees, excluding backups which may be done on external media or diskettes if sufficient hard disk capacity is not available.
- A printer (Dot Matrix, Inkjet or Laser)
- *Uninterruptible Power Supply (UPS), though optional is highly recommended as sudden power failure, or 'brown outs' could cause irrevocable data corruption.*
- *1GB Flash disk is also optional however it is highly recommended as an external backup device. The relatively low cost and ease of portability makes it an ideal backup solution.*

Installation Options:

You may install Pay100 Plus using one of two methods:

1. Download the disk images via the internet
2. Installation directly from a supplied CD-ROM.

Downloading Pay100 Plus from the internet:

To download Pay100 Plus from the internet, point your web browser to:

http://www.comp-rite.com/download.html

Follow the instruction for downloading the software that are available online.

Installation directly from supplied CD-ROM:

To obtain a CD-ROM, call or e-mail Comp-rite Kenya Limited on the details listed earlier in this guide.

Step By Step Instructions

Installing Pay100 Plus

Before you follow these instructions, please ensure you have a serial number. A serial number may be easily obtained for free from Comp-rite Kenya Limited by contacting us.

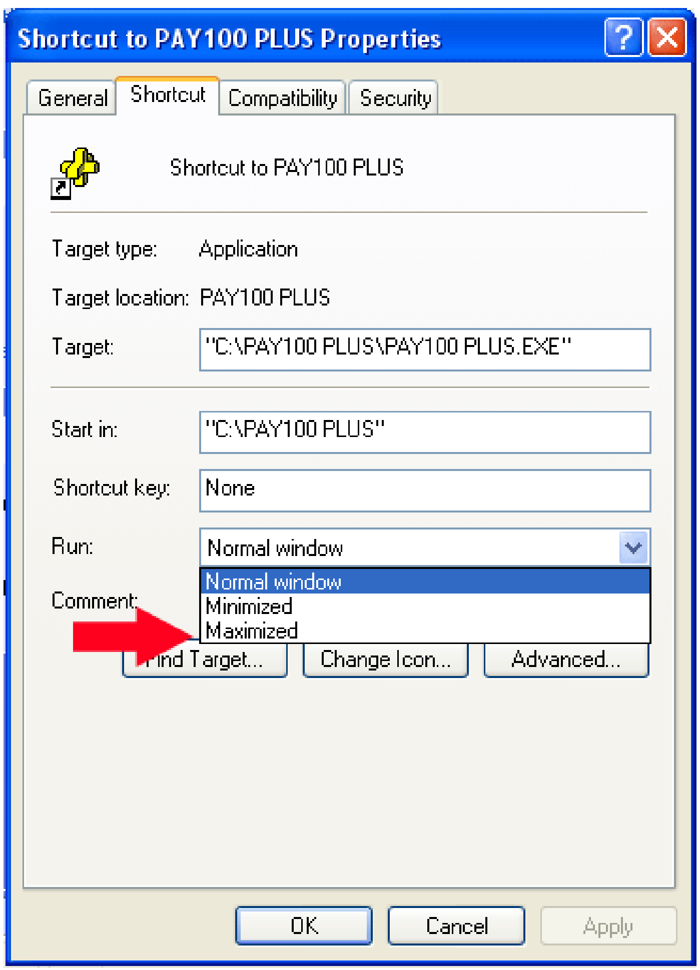
1. Insert the CD into your Personal Computer's (PC) CD drive (skip this step if you have downloaded the software from our website)
2. Browse to the CD drive, and locate the folder called 'DISK 1' OR if you have downloaded the program, browse to the directory on your hard drive where you had saved the disk images.
3. Double click the folder called 'DISK 1', and locate the 'Setup' Icon. The setup icon closely resembles a computer.
4. Double click on the 'Setup' Icon. It will lead you through a series of screens that will install the program for you (see diagrams below). *Note: You may be prompted to allow this program to run by Windows Firewall. You should select the 'run' option when presented with the option.*
    a. You will be presented with the screen advising you of the EULA and copyright information. Click 'continue' if you agree with the terms of the EULA and copyright information.
    b. When prompted to enter your name and your company name, do so and click 'OK'
    c. You will be prompted to confirm the information you have entered. There are two buttons on the confirmation screen 'OK' and 'Change'. Click on the 'OK' button provided you have no changes to make, otherwise, click on the 'Change' Button, make your changes and continue.
    d. You will be prompted with the setup location. The default setup location for Pay100 Plus is "C:\PAY100 PLUS". You should use this location unless you have a specific reason to change the location of the installation. Click 'OK' to install at the default, otherwise, click on the 'Change Folder' button and specify the new path for the installation to proceed.
    e. The installer will present you with a confirmation screen for the setup location. The installation location will be shown on this screen, and may be changed at this point if desired. Once you are satisfied with the install location, click on the large button that resembles a computer to the left of the caption 'Install all files for Pay100 plus'.
    f. Pay100 Plus will now install all the necessary files onto your computer. When it is complete you will be prompted with a screen that advises you of a successful install. Click on the 'OK' button.
    g. *Note:*
        i. *During the installation you may be prompted with one or more messages that advise that a file being copied is older than the one on your system. In this case, please opt to keep the newer file rather than overwriting it with ours. If you are unsure as to what action to take, contact your IT administrator.*
        ii. *Please ensure you have administrator privileges prior to installing this program.*

Creating and Setting Up Program Shortcuts, Maximizing screen setup.

Once you have installed the Pay100 Plus program, you will need to create a shortcut and set the program to run 'maximized'. To do this:

1. Browse to your Pay100 Plus folder (for default installations this is C:\Pay100 PLUS) and locate the icon called 'PAY100 PLUS', that looks like a 3 dimensional 'plus' (+) sign.
2. To create a shortcut, right-click on the 'PAY100 PLUS' icon and select the 'Create Shortcut' option.
3. You will see an icon called 'Shortcut to PAY100 PLUS' in your folder.
4. Right click on the icon labeled 'Shortcut to PAY100 PLUS' and select the 'Properties' option. You will see several tabs at the top of the screen – click on the 'Shortcut' tab (see image below)
5. Find the popup option that says 'Run' and select 'Maximized'.
6. Click on the 'OK' button.
7. For easy access to this shortcut, drag it to your desktop. You will launch Pay100 Plus from this icon each time.

CONGRATULATIONS! You have successfully installed Pay100 Plus.



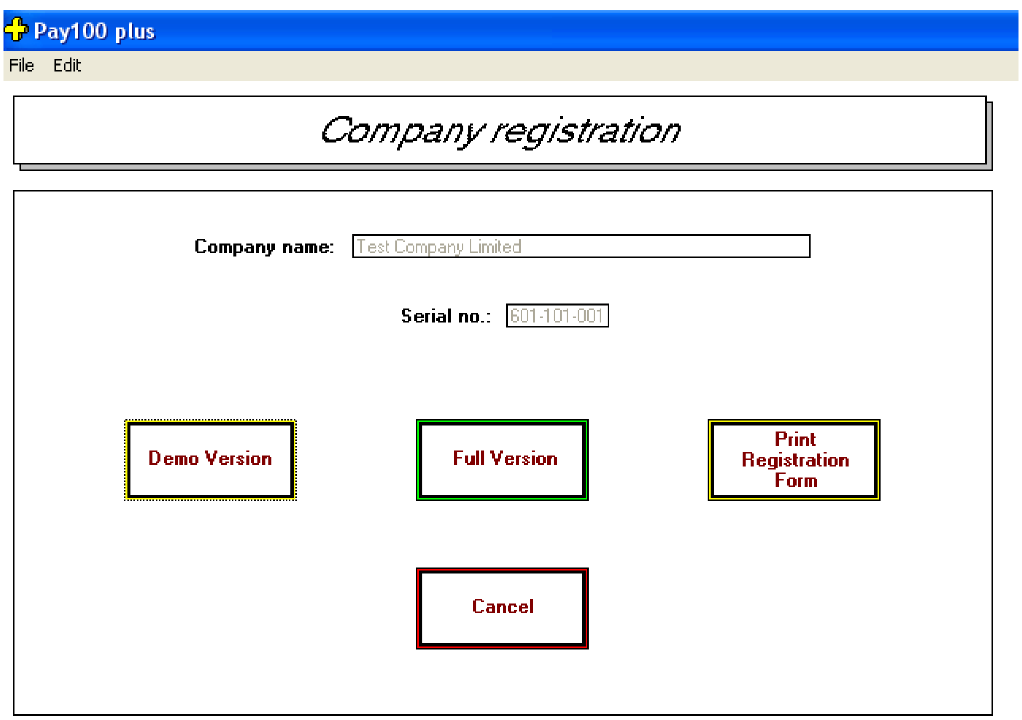
Launching the Program & Getting Started

Once you have completed the program installation successfully, you should launch the Pay100 Plus payroll management system by double clicking on the shortcut icon on the desktop.

Setting up the database files – Company Name & Serial Number

The first time you launch Pay100 Plus will require that you setup the database files. This is a multi-step process that will require you to have details specific to the company for which you are setting up your payroll. The following instructions will guide you through this process.

1. After launching Pay100 Plus, you will be prompted by the "Company Registration" screen that requests for the company name. Enter the Company Name exactly as it should appear on the payslip for the company you will be processing for. Once you have entered the name, press the 'Enter' or 'Return' key on your keyboard.
2. You will be prompted to confirm that the company name has been entered correctly:
    a. Click 'YES' if you have entered the name correctly
    b. Click 'NO' if you have entered the name incorrectly or if there is a spelling error
    c. Click 'Cancel' if you do not wish to proceed with the company setup.
3. You will be prompted to enter your serial number. The serial number may be obtained from Comp-rite Kenya Limited. If you do not have a serial number, you should obtain a serial number before proceeding with any further. Enter only the numeric parts of the serial number.
4. When you have entered your serial number, you will be prompted to confirm that you have entered the number correctly.
    a. Click 'YES' if you have entered the serial number correctly
    b. Click 'NO' if you have entered the serial number incorrectly
    c. Click 'Cancel' if you do not wish to proceed with the company setup.
5. You will be taken to the Pay100 Plus 'Company Registration' Screen (see image below)



<u>Choosing the appropriate option from the Company Registration Screen.</u>

Demo Version: The demo version button will give you <u>full access</u> to the program with the following caveats:

1. The company name will not appear on the payslips
2. You are limited to a maximum of two months worth of payroll processing OR 30 launches of the program, whichever comes first.

You should choose 'Demo Version' if you have not registered and paid for the product, and are evaluating Pay100 Plus.

Any data entered during the demo version, will be carried over to the full version when you unlock the program. It is therefore advisable to use your existing payroll information for purposes of evaluating the program.

Full Version: You may unlock the program to the 'Full version' by clicking on the 'Print Registration Form' button, completing the form and paying the appropriate fee to Comp-rite Kenya Limited. Comp-rite Kenya Limited will then provide you with an authorization code. Clicking on the 'Full Version' button will prompt you to enter this authorization code. All information entered into the system in 'Demo Version' will remain intact when changing to the Full Version.

Notes:

1. The first time you select a mode, Pay100 Plus will ask you to select the 'Start Period'. It is recommended that you always set the start period to January of the current year. This will enable you to print out the annual reports in their entirety at the end of the year.
2. The remainder of this guide will assume you are working in either one of the two modes, and have selected the appropriate operating mode.
3. If you have a particularly large payroll, Comp-rite Kenya Limited can assist you with the initial setup, including data entry for all of the employees, as well as running payroll for previous month(s)-to-date.

Once you have selected your 'Start Period' you will be prompted to confirm that it is correct. Select the 'Yes' or 'No' Button as appropriate.

<u>Logging In.</u>

You will be required to log in to Pay100 Plus each time the program is launched. Pay100 Plus comes with one pre-defined MASTER USER. You may define additional users as one of two user types:

1. Master User
2. Non-master (ordinary) user

For purposes of the initial login you must use the following details:

User Name: MAS
Password: MASTER.

Once you have logged in successfully, you may add and delete users as required. For more information see the section on '<u>User Maintenance'</u> later on in this guide.

Setting Up The Database Files – Company and Statutory Parameters

Once you have completed the installation process and entered the company name and serial number, there are several parameters that need to be set. It is very important that you ensure the tax and other details are set appropriately as it will determine the way that Pay100 Plus calculates your payroll. If you are unsure as to what information needs to be entered, consult your tax accountant, and or auditor before completing this step.

PAYE Tax Table

You may access the PAYE tax table by using the following menu options:

Data Entry → Setup → PAYE

Ensure that the tax table is correct for the current year. Pay100 Plus is shipped with the most recent tax tables, however, it is important that you confirm for yourself that the tax tables are correct. Note that the table is annualized

N.S.S.F Tax Table

You may access the NSSF table by using the following menu options:

Data Entry → Setup → NSSF
Ensure that the NSSF table is correct for the current year. Pay100 Plus is shipped with the most recent tax information, however, it is important that you confirm for yourself that the NSSF table is correct.

N.H.I.F Tax Table

You may access the NHIF table by using the following menu options:

Data Entry → Setup → NHIF

Ensure that the NHIF table is correct for the current year. Pay100 Plus is shipped with the most recent tax information, however, it is important that you confirm for yourself that the NSSF table is correct.

L.A.S.C Tax Table

You may access the LASC table by using the following menu options:

Data Entry → Setup → LASC

LASC is no longer a payroll deduction. This feature has however been maintained in the system in case it is re-instated at a future date. Please check with your tax advisor on the applicability of LASC to your company.

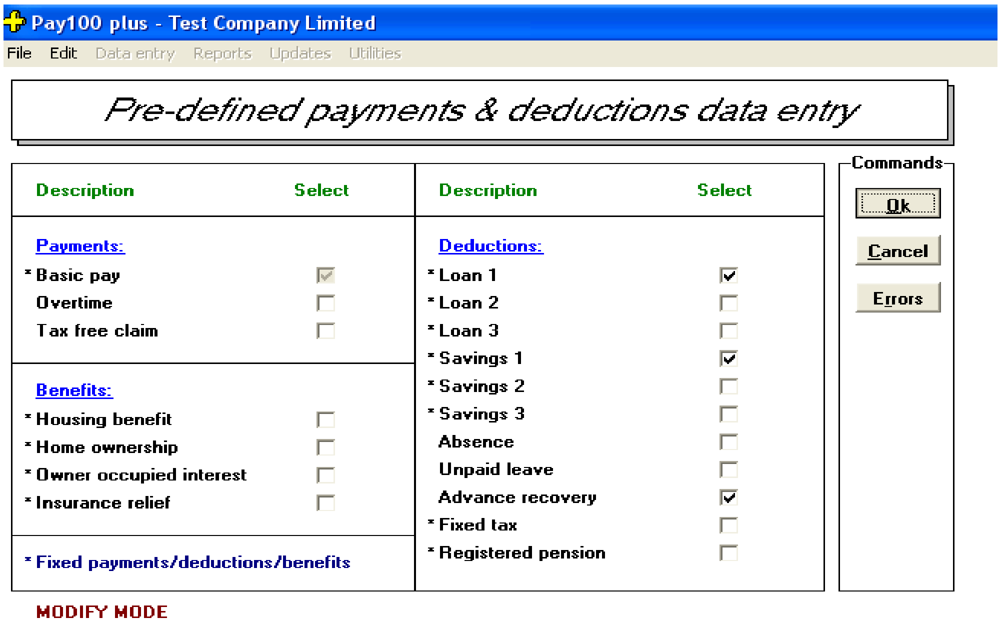
Setting up pre-defined payments and deductions.

Pay100 Plus has numerous pre-defined payments, deductions and benefits that are already coded into the program. Most companies have differing requirements. Pay100 Plus has been developed to allow you to select those payments that are most relevant to your company's needs. To access the predefined payments and deductions screen use the following menu options:

Data Entry → Setup → Predefined payments & deductions.

You will be taken to the predefined payments & deductions data entry screen (pictured below). Here you should select the payments and deductions that are relevant to your company as shown overleaf:

1. Click on the modify button
2. Placing a tick mark in each box next to the desired payment / deduction.



When you have completed your selections, click on the 'OK' button. You will be prompted to confirm updating the files. Click on 'YES' to confirm your changes, or 'NO' if you wish to make further changes. Once you have clicked 'YES' you will need to click on the 'Exit' button to return to the Pay100 Plus main screen.

User defined Payments.

In addition to the predefined payments, deductions and benefits available in the system, Pay100 Plus allows the user to add a payment specific to the company that is not preset in the system. At the time of publication the user can define;

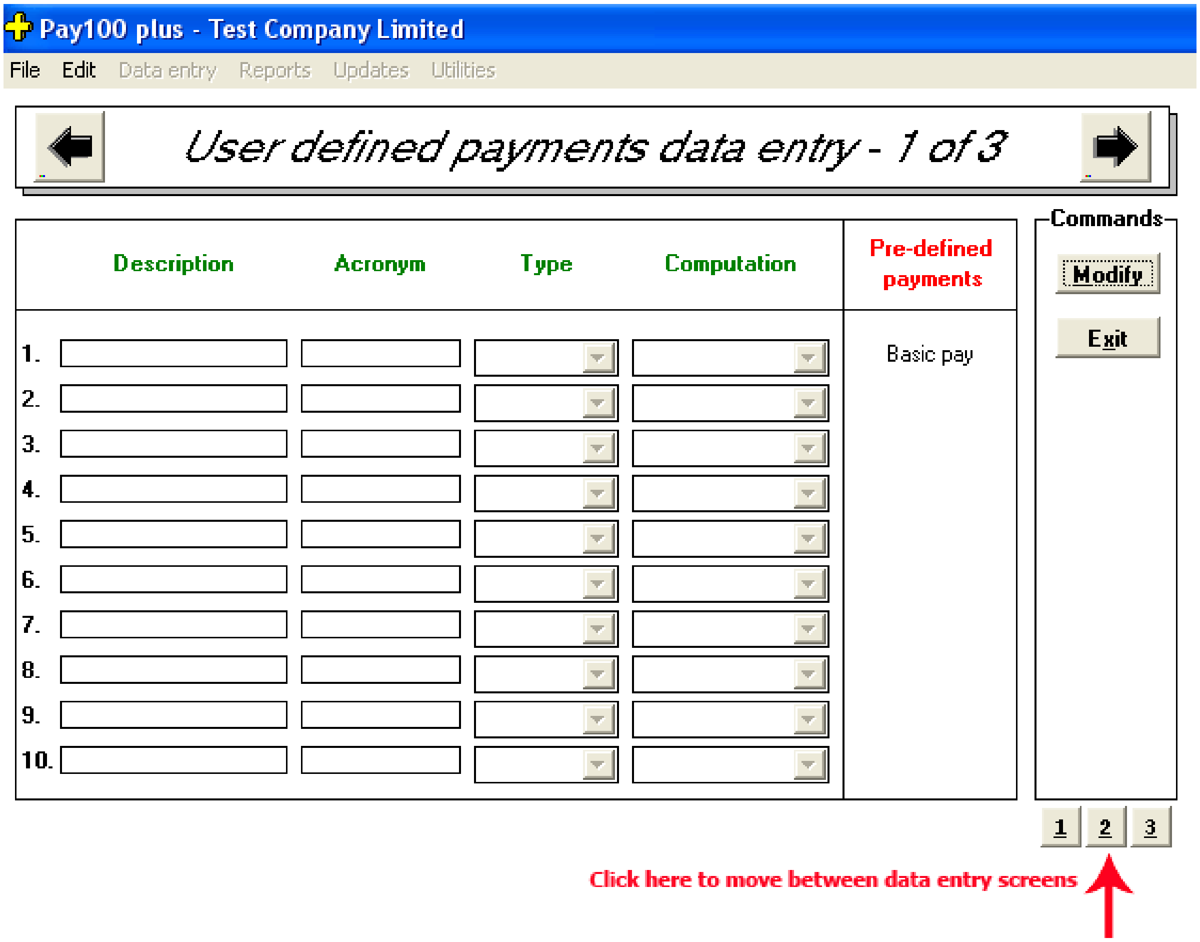
1. Fifteen (15) payment codes.
2. Three (3) tax-free payment codes. Use these codes to define payments that should not be included in taxable income. An example of such a payment would be a re-imbursement of petty cash an employee may have used on behalf of the company.
3. Three (3) lump-sum payment codes. Use these codes to define lump-sum payments made to employees. An example of such a payment would be an annual bonus.
4. Three (3) statement values. Use these codes to define static information regarding a payment. An example of a payment statement value would be the sum of point in an employee awards scheme.

For a total of twenty four (24) user defined payment codes.

To setup a new user defined payment, use the following menu:

Data Entry → Setup → User defined payments

You will be taken to the 'User defined payments 1 of 3' screen (see image overleaf).



Use the buttons indicated by the upward pointing arrow to view the various kinds of user defined payments that can be created.

Creating a user defined payment is simple. Follow the instructions below to create a new user defined payment:

1. Click on the 'Modify Button'.
2. Select the first available Description box, and click in it.
3. Type in the name of the user-defined payment. For example, if your company pays you for mobile phone air-time, you can type "Mobile Air Time'. Please note that descriptions can only be fifteen (15) characters long, including spaces. You may have to abbreviate the description in order to fit it in its entirety.
4. Enter an Acronym. The acronym is the 'Code' that Pay100 Plus will use to identify the payment. Your chosen acronym should be unique. In our example above, we could use the acronym "MOBAT".

   Note:
   a. There are some acronyms that are reserved by the system. If you happen to use an acronym that is reserved for use by the system you will get an error. If you wish to see a list of all acronyms reserved for use by Pay100 Plus, go to Data Entry → Setup → Pre-defined Acronyms.
   b. Acronyms can be a maximum of ten (10) characters long.

5. Select a payment type. Pay100 Plus provides for 3 kinds of payment:

    a. Fixed: A fixed payment is one that is recurrent. This means that each month the same amount will be given to the employee. Once a fixed payment amount is entered, it will not have to be re-entered from one month to the next.
    b. Variable: A variable payment is one that changes from one month to another. Variable payments are also not always necessarily applied to any or all employees. Finally variable payments need to be entered on a monthly basis.
    c. Computed: Pay100 Plus has the capacity to automatically generate payment amounts based on computations. To create a computed payment, please see the section on 'Computations' later on in this guide.

6. For the example above, you will not need to specify a computation. Leave the computation option with the caption 'NA' in it.

7. Click on the 'OK' button.

8. Pay100 Plus will prompt with the question "Update Files". Click on 'Yes' to update the files, or 'No' to return to the data entry screen.

9. If you are finished creating user defined payments, click on the 'Exit Button' to return to the Pay100 Plus main screen.

For additional information on statement values, please see the section on 'Statement Values' below.
For additional information on Computed Payments, please see the section on 'Computations' below.

User defined Deductions.

In addition to the predefined payments, deductions and benefits available in the system, Pay100 Plus allows the user to add a deduction specific to the company that is not preset in the system. At the time of publication the user can define;

1. Twenty (20) deduction codes.

2. Three (3) tax-free deduction codes. Use these codes to define deductions that should not be included in taxable income.

3. Three (3) statement values. Use these codes to define static information regarding a deduction.

For a total of twenty four (26) user defined deduction codes.

To setup a new user defined deduction, use the following menu:

Data Entry → Setup → User defined deductions

Creating a user defined deduction is simple. Follow the instructions below to create a new user defined deduction:

1. Click on the 'Modify Button'.

2. Select the first available description box, and click in it.

3. Type in the name of the user-defined deduction. For example, if your company participates in a loan-repayment check off system, you can create a 'Bank Loan' deduction. Please note that descriptions can only be fifteen (15) characters long, including spaces. You may have to abbreviate the description in order to fit it in its entirety.

4. Enter an Acronym. The acronym is the 'Code' that Pay100 Plus will use to identify the deduction. Your chosen acronym should be unique. In our example above, we could use the acronym "BNKLOAN".

Note:

a. There are some acronyms that are reserved by the system. If you happen to use an acronym that is reserved for use by the system you will get an error. If you wish to see a list of all acronyms reserved for use by Pay100 Plus, go to Data Entry → Setup → Pre-defined Acronyms.
b. Acronyms can be a maximum of ten (10) characters long.

5. Select a deduction type. Pay100 Plus provides for 3 kinds of deduction:

    a. Fixed: A fixed deduction is one that is recurrent. This means that each month the same amount will be deducted from the employee. Once a fixed deduction amount is entered, it will not have to be re-entered from one month to the next.
    b. Variable: A variable deduction is one that changes from one month to another. Variable deductions are also not always necessarily applied to any or all employees. Finally variable deductions need to be entered on a monthly basis.
    c. Computed: Pay100 Plus has the capacity to automatically generate deduction amounts based on computations. To create a computed payment, please see the section on 'Computations' later on in this guide.

6. For the example above, you will not need to specify a computation. Leave the computation option with the caption 'NA' in it.
7. Click on the 'OK' button.
8. Pay100 Plus will prompt with the question "Update Files". Click on 'Yes' to update the files, or 'No' to return to the data entry screen.
9. If you are finished creating user defined deductions, click on the 'Exit Button' to return to the Pay100 Plus main screen.

For additional information on statement values, please see the section on 'Statement Values' later on in this guide.
For additional information on Computed deductions, please see the section on 'Computations' below later on in this guide.

User defined Benefits.

In addition to the predefined payments, deductions and benefits available in the system, Pay100 Plus allows the user to add a benefit specific to the company that is not preset in the system. At the time of publication the user can define;

1. Ten (10) benefit codes.
2. Three (3) statement values. Use these codes to define static information regarding a benefit.

For a total of twenty four (13) user defined benefit codes.

To setup a new user defined benefit, use the following menu:

Data Entry → Setup → User defined benefits

Creating a user defined benefit is simple. Follow the instructions below to create a new user defined benefit:

1. Click on the 'Modify Button'.
2. Select the first available description box, and click in it.
3. Type in the name of the user-defined benefit. For example, if your company provides a motor vehicle benefit to some employees, you can create a 'Car Benefit' benefit. Please note that descriptions can only be fifteen (15) characters long, including spaces. You may have to abbreviate the description in order to fit it in its entirety.

4. Enter an Acronym. The acronym is the 'Code' that Pay100 Plus will use to identify the benefit. Your chosen acronym should be unique. In our example above, we could use the acronym "CARBENEFIT".

   Note:
   a. There are some acronyms that are reserved by the system. If you happen to use an acronym that is reserved for use by the system you will get an error. If you wish to see a list of all acronyms reserved for use by Pay100 Plus, go to Data Entry → Setup → Pre-defined Acronyms.
   b. Acronyms can be a maximum of ten (10) characters long.

5. Select a benefit type. Pay100 Plus provides for 3 kinds of benefit:

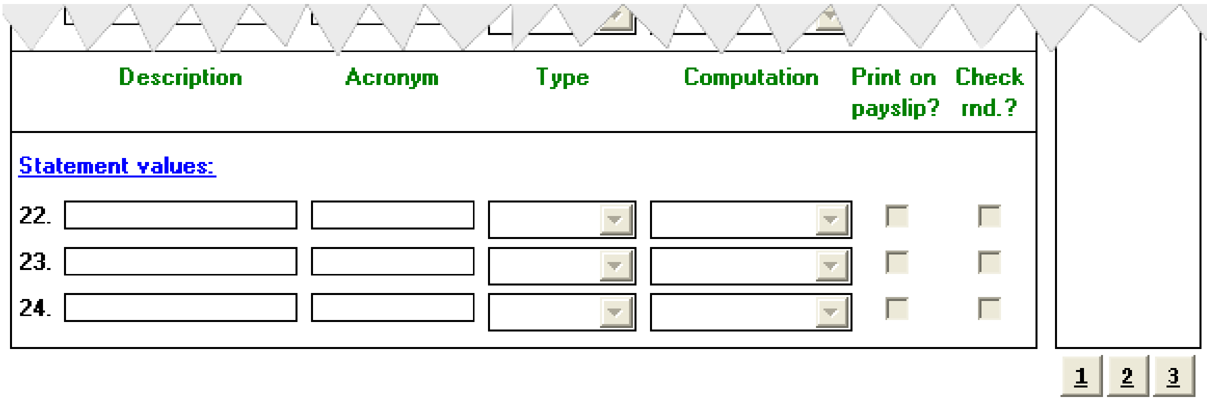
   a. Fixed: A fixed benefit is one that is recurrent. This means that each month the same amount will given to the employee. Once a fixed benefit amount is entered, it will not have to be re-entered from one month to the next.
   b. Variable: A variable benefit is one that changes from one month to another. Variable benefits are also not always necessarily applied to any or all employees. Finally variable benefits need to be entered on a monthly basis.
   c. Computed: Pay100 Plus has the capacity to automatically generate benefit amounts based on computations. To create a computed payment, please see the section on 'Computations' later on in this guide.

6. For the example above, you will not need to specify a computation. Leave the computation option with the caption 'NA' in it.
7. Click on the 'OK' button.
8. Pay100 Plus will prompt with the question "Update Files". Click on 'Yes' to update the files, or 'No' to return to the data entry screen.
9. If you are finished creating user defined benefits, click on the 'Exit Button' to return to the Pay100 Plus main screen.

For additional information on statement values, please see the section on 'Statement Values' later on in this guide.
For additional information on Computed benefits, please see the section on 'Computations' later on in this guide.

Statement Values.

Irrespective of the kind of statement value that is being processed (i.e. payment, deduction or benefit) they all have in common two additional features (see image below)



In addition to the titles found in common amongst other payment, deduction and benefit codes, Statement values also have two additional check boxes; 'Print on payslip?' and 'Check rnd?'

If you place a tick in the 'Print on payslip?' box, this statement value will be printed on all employee payslips where the statement value is present.

If you place a tick in the 'Check rnd.?' Box, Pay100 Plus will check that the statement value is rounded as per the parameters set in the Preferences Setup screen.

Computations.

Pay100 Plus has the capacity to generate computed values based on user input. This feature extends the capacity of Pay100 Plus beyond normal payroll processing and as such enables the user to maintain more complicated staff payment, deduction and benefit schemes than would otherwise be possible.

Please ensure you have read through the earlier sections on setting up user defined payments, deductions and benefits, as well as the section on statement values before continuing with this section. If you are using Pay100 Plus for the first time, it is recommended that you setup the data file with one or more employees before completing this section.

If at any time, you require assistance with setting up a computation, please do not hesitate to contact Comp-rite Kenya Limited.

A computation can be setup for any one of three kinds of user-defined codes (Payment, Deduction, Benefit) in Pay100 Plus. There are different kinds of computations that can be setup in Pay100 Plus these are:

1. Simple computation – applicable to all employees
2. Conditional computation – applicable only to certain employees, or employees that have met a preset condition.
3. Flagged and conditional computations – applicable only to certain employees and only those employees who meet a preset condition.

Depending on the kind of computed value you are setting up, the method for creating the computation will differ.

Simple Computations

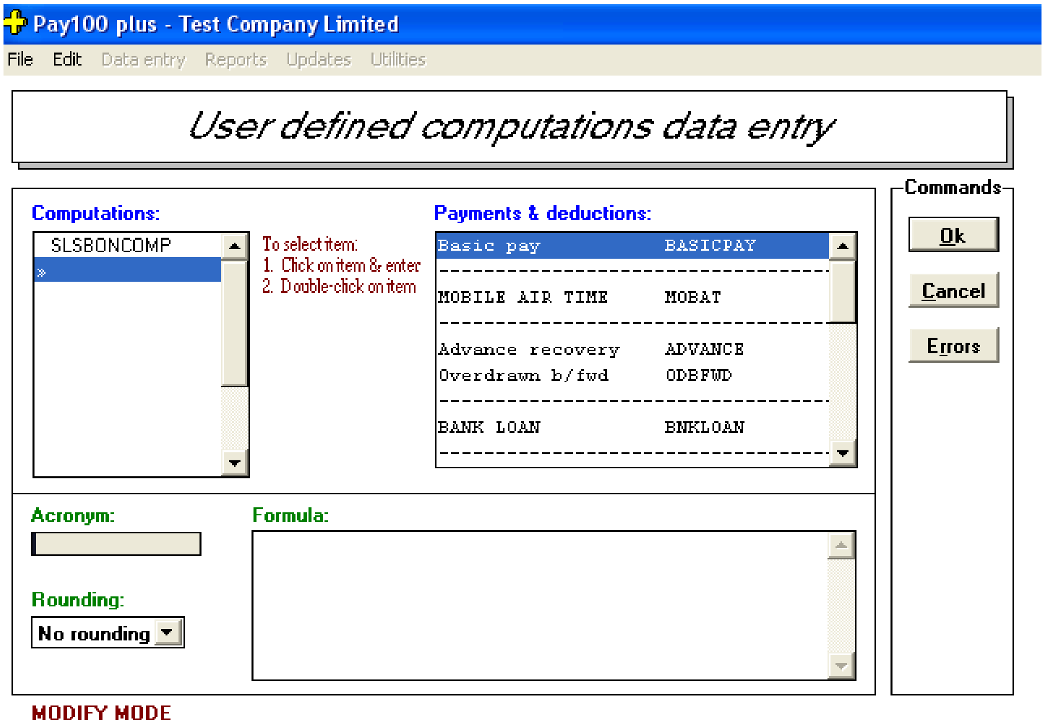
Setting up a simple computation in Pay100 is easy. For this section, we will use the following scenario as the basis for setting up the code:

Scenario: Your company wishes to pay any employee that makes a sale 50 Shillings for that sale. At the end of the month, the head of the sales department will give you a list of all employees that have sold any units.

1. Setup a user defined Benefit Statement Value – Call it 'Units Sold'
    a. Goto Data Entry → Setup → User defined benefits
        i. Click on the tab numbered 2 to take you to the second screen
        ii. Click on the 'Modify' button
        iii. Enter the words 'Units Sold' in the description text box
        iv. Enter the acronym 'UNITSSOLD' in the acronym text box
        v. Select 'Variable' for type
        vi. Select 'NA' for computation
        vii. Click 'Ok'
        viii. Click 'Yes' when prompted to update files
        ix. Click 'Exit' to return to the main menu.

2. Setup a User defined computation
    a. Goto Data Entry → Setup → User defined computations
        i. Click on the 'Modify' button
        ii. Enter the word 'SLSBONCOMP' in the acronym text box (see image below)
        iii. From the box labeled 'Payments and Deductions' scroll down and double click on the item we created earlier called 'Units Sold'. The acronym for units sold will appear in the formula box
        iv. Click in the formula box and enter the following formula: [UNITSSOLD] *50
        v. Select 'Immediate' for the rounding option.

vi. Click on the ‘Ok’ button
vii. Click on ‘Yes’ when prompted to update files



3. Setup a user defined Payment – Call it ‘Sales Bonus’
    a. Goto Data Entry → Setup → User defined payments
        i. Click on the ‘Modify’ button
        ii. Enter the words ‘Sales Bonus’ in the description text box
        iii. Enter the word ‘SALEBONUS’ in the acronym text box
        iv. Select the type ‘Computed’
        v. From the computation pop-up box select ‘SLSBONCOMP’

In this Scenario, anyone that has a value in the statement value called ‘Units sold’ will get an additional 50 shillings for each unit sold

<u>Conditional Computation</u>

Scenario: Your company wishes to pay all employees who sell more than 5 units 1000 shillings per unit sold that is greater than 5. At the end of the month, the head of the sales department will give you a list of employees with the number of units each employee has sold.

Implementation: In order to implement the above scheme in Pay100 Plus, you will need to do the following:

1. Setup a user defined Benefit Statement Value – Call it ‘Units Sold’
    a. Goto Data Entry → Setup → User defined benefits
        i. Click on the tab numbered 2 to take you to the second screen
        ii. Click on the ‘Modify’ button
        iii. Enter the words ‘Units Sold’ in the description text box
        iv. Enter the acronym ‘UNITSSOLD’ in the acronym text box
        v. Select ‘Variable’ for type
        vi. Select ‘NA’ for computation
        vii. Click ‘Ok’
        viii. Click ‘Yes’ when prompted to update files

ix. Click ‘Exit’ to return to the main menu.

2. Setup a User defined computation
    a. Goto Data Entry → Setup → User defined computations
        i. Click on the ‘Modify’ button
        ii. Enter the word ‘SLSBONCOMP’ in the acronym text box (see image below)
        iii. From the box labeled ‘Payments and Deductions’ scroll down and double click on the item we created earlier called ‘Units Sold’. The acronym for units sold will appear in the formula box
        iv. Click in the formula box and enter the following formula: iif([UNITSSOLD]<5,0,([UNITSSOLD]-5)*1000)
        v. Select ‘Immediate’ for the rounding option.
        vi. Click on the ‘Ok’ button
        vii. Click on ‘Yes’ when prompted to update files

3. User defined Payment – Call it ‘Sales Bonus’
    a. Goto Data Entry → Setup → User defined payments
        i. Click on the ‘Modify’ button
        ii. Enter the words ‘Sales Bonus’ in the description text box
        iii. Enter the word ‘SALEBONUS’ in the acronym text box
        iv. Select the type ‘Computed’
        v. From the computation pop-up box select ‘SLSBONCOMP’

CONGRATULATIONS! You have now setup a Conditional computation.

<u>Flagged and Conditional Computation</u>

Scenario: Your company wishes to pay only a few employees a ‘Service Charge’ if and only if they have sold more that 5 units in a given month. Your task is to designate those employees who are eligible for service charge

Implementation: In order to implement the above scheme in Pay100 Plus, you will need to do the following:

1. Setup a user defined Benefit Statement Value – Call it ‘Units Sold’
    a. Goto Data Entry → Setup → User defined benefits
        i. Click on the tab numbered 2 to take you to the second screen to edit the statement values
        ii. Click on the ‘Modify’ button
        iii. Enter the words ‘Units Sold’ in the description text box
        iv. Enter the acronym ‘UNITSSOLD’ in the acronym text box
        v. Select ‘Variable’ for type
        vi. Select ‘NA’ for computation
        vii. Enter the words ‘Pay Service Chg’ in the next available description text
        viii. Enter the acronym ‘PAYSVCHG’ in the acronym text box
        ix. Select ‘fixed’ for type
        x. Click ‘Ok’
        xi. Click ‘Yes’ when prompted to update files
        xii. Click ‘Exit’ to return to the main menu.

2. Setup a User defined computation
    a. Goto Data Entry → Setup → User defined computations
        i. Click on the ‘Modify’ button
        ii. Enter the word ‘SLSBONCOMP’ in the acronym text box (see image below)

iii. From the box labeled ‘Payments and Deductions’ scroll down and double click on the item we created earlier called ‘Units Sold’. The acronym for units sold will appear in the formula box

iv. Click in the formula box and enter the following formula: iif([PAYSVCHG]=1,(iif([UNITSSOLD]<5,0,([UNITSSOLD]-5)*1000)),0)

v. Select ‘Immediate’ for the rounding option.
vi. Click on the ‘Ok’ button
vii. Click on ‘Yes’ when prompted to update files

3. User defined Payment – Call it ‘Sales Bonus’
   a. Goto Data Entry → Setup → User defined payments
      i. Click on the ‘Modify’ button
      ii. Enter the words ‘Sales Bonus’ in the description text box
      iii. Enter the word ‘SALEBONUS’ in the acronym text box
      iv. Select the type ‘Computed’
      v. From the computation pop-up box select ‘SLSBONCOMP’

This computation involves two levels of logic: first the system confirms that this individual is eligible for a payment by checking to see if the service charge is payable. The first “iif” statement checks for this. If the service charge is applicable, i.e. PAYSVCHG=1 then, it will evaluate the payment due as 0 if the employee has made less than 5 sales, or the number of sales made -5 * 1000.

Corporate Setup.

The Corporate Setup menu allows you to enter and save tax identification information about the company. The details you require to setup this part of the system are:

1. PIN Number
2. NSSF Number
3. NHIF Number

It is important that you enter these details as they will be used for reporting purposes. To enter these details:

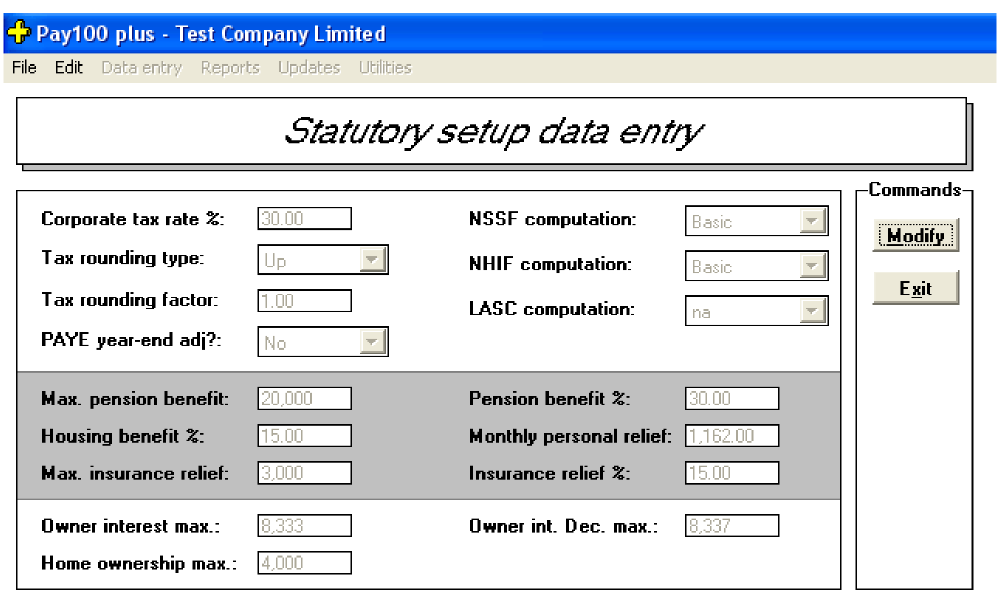
Goto Data Entry → Setup → Corporate Setup.

1. Click on the 'Modify' button
2. Click in the appropriate field
3. Enter the information
4. When you have completed filling in all of the required fields click on the 'Ok' button.
5. Click on 'Yes' when prompted to update the files, or 'No' if you wish to make changes
6. Click on the 'Exit' button to return to the main menu.

Statutory Setup

The statutory setup screen (see image below) allows you to alter various aspects of how Pay100 Plus will calculate the statutory deductions.

It is very important that you ensure that all of the settings on this screen are in compliance with the tax regulations at the time of processing payroll.



Savings and Loans Setup

Pay100 Plus has the capacity to process upto 3 savings and 3 loan schemes for a given payroll. Before you can make any adjustments to the savings and loan parameters, you must have selected them during the initial setup of the predefined payments and deductions. If you have not done so, please go back and select one or more savings and loans as appropriate for your company from the Predefined payments and deductions screen.

Company Loans:

1. Click on the modify button. You will notice that for each savings / loan scheme you have selected from the predefined payments and deductions screen, the text boxes will be available.
2. Enter the name of the loan. It should be representative of the type of loan it is. For example, You can rename 'Loan 1' to 'Staff Loan'.
3. Select the loan interest calculation method as below:
    a. If you wish to have Pay100 Plus calculate the loan interest on the basis of the balance of the loan the employee owes after each successive repayment, select reducing balance.
    b. If you wish to have Pay100 Plus calculate the loan interest rate on the initial loan amount, irrespective of how much has been paid back, select 'Principal amount'
4. Enter the loan Interest Rate. Please note the following about the loan interest rate:
    a. The interest rate should be expressed as a percentage E.g. 12.0 would be 12%
    b. The interest rate is an annual amount.
5. Select method by which taxable interest is calculated.
    a. If you wish to have Pay100 Plus calculate the loan taxable interest on the basis of the balance of the loan the employee owes after each successive repayment, select reducing balance.
    b. If you wish to have Pay100 Plus calculate the loan taxable interest rate on the initial loan amount, irrespective of how much has been paid back, select 'Principal amount'
6. Select the method by which fringe benefit tax is calculated.
    a. If you wish to have Pay100 Plus calculate the fringe benefit tax on the basis of the balance of the loan the employee owes after each successive repayment, select reducing balance.
    b. If you wish to have Pay100 Plus calculate the fringe benefit tax on the initial loan amount, irrespective of how much has been paid back, select 'Principal amount'

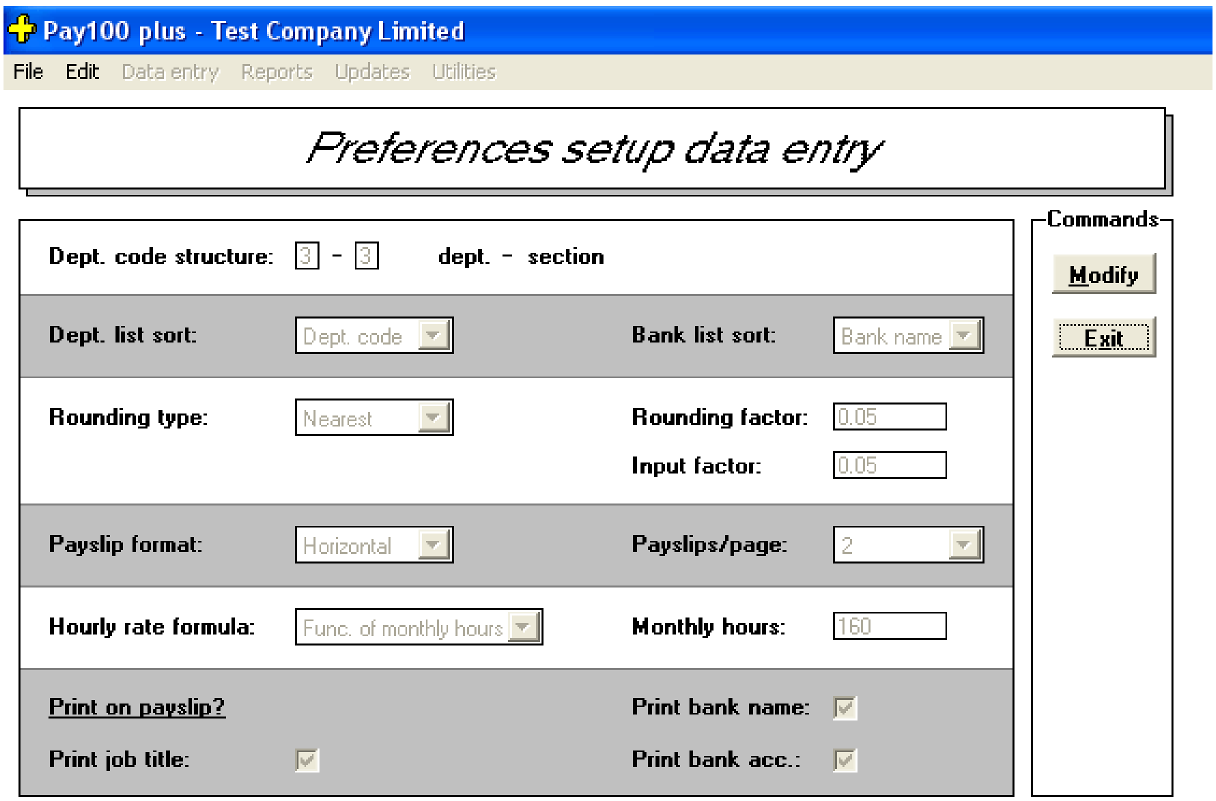
Company Savings Scheme

1. Enter the name of the savings scheme
2. Enter the prescribed interest rate as an annual percentage
3. Enter the market interest rate as an annual percentage

Preferences Setup

The preferences setup screen allows you to manage the way Pay100 Plus will produce various reports, as well as enable you to setup (see image below). To change any one or more of these options, you must first click the 'modify' button and then change your preferences as applicable.

Department code structure
Department List sorting preference
Bank list sorting preference
Rounding type, factor and input factor
Payslip Format
Hourly Rate formula
Payslip preferences (printing)



As always, once you have completed setting your preferences, click on the 'Ok' button, then click on 'Yes' to update the files. Click on 'Exit' to return to the main menu.

<u>Setting up department Code Structures</u>

Pay100 Plus allows you to organize your payroll by departments, or departments and sections. If your company does not separate out by department, you will still need a minimum of one department. Below are some department code structures for common scenarios:

1. For a company with no or only departments. The Dept. code structure should be 6 – 0
2. For a company with departments and sections, the Dept. code structure should be 3 – 3

Each department code structure consists of upto 6 alphanumeric characters. You will notice in both the scenarios above, the total comes to 6. The structure you choose should be dependent upon the combination of departments and sections that you may have; for example, you may have only 5 departments, but hundreds of sections in each department. In which case, you may choose a structure that gives the department only 2 characters, while reserving 4 characters for the sections. In general however, most companies will find either one of the two structures outlined above (6-0 or 3-3) sufficient.

Please note that the structure does not delineate the department / section names. The names for the departments and sections are setup via another menu. Please see the section on 'Departments'

Department List Sort Order (Dept. list sort)

Pay100 Plus allows you to sort your department list in one of two ways:

1. By Department name
2. By Department code

Please note that where payroll is divided into departments and sections, the 'Dept. list sort' can only be done by Code, and not by name.

Bank List Sort Order (Bank. list sort)

Pay100 Plus allows you to sort your bank list in one of two ways:

1. By Bank name
2. By Bank code

Rounding

Pay100 Plus allows you to specify the way it rounds tax and other calculations. In order to set your rounding preference, you need to set two parameters:

1. Rounding Type: Pay100 plus allows you to specify one of four rounding methods:
    a. No Rounding; this option will leave all calculated and other amounts with their decimals intact.
    b. Up: this option will round up to the factor specified in the rounding factor text box.
    c. Down: this option will round down to the factor specified in the founding factor
    d. Nearest: this option will round up, if the decimal is closest to the next highest rounding factor or down, if the decimal is closest to the lowest rounding factor. For example, if the rounding factor is .05 and the result is .02, Pay100 Plus will round down to .00 conversely if the result is .04 Pay100 Plus will round up to .05

2. Rounding Factor: This indicates to Pay100 Plus the multiples of units to which you want rounding to occur. If you wish Pay100 Plus to round to the nearest 10 cents, you would enter .10 as your rounding factor. By default Pay100 Plus is set to round to the nearest 5 cents (rounding factor .05).

Input Factor

The input factor, like the rounding factor specifies the smallest multiple unit that can be entered. Pay100 Plus by default allows multiples of 5 cents to be the smallest unit entered.

Payslip Format & Payslips Per Page

Pay100 Plus can print the payslip in one of two ways:

1. Horizontal: Payslips will be printed from left to right across the width of a portrait page. You may optionally specify how many payslips should be printed on each page. Currently you can print either 1 payslip per page, or 2 payslips per page.
2. Vertical: Payslips will be printed from top to bottom across the length of a portrait page. You cannot specify the number of payslips that can be printed on a vertical page. This is fixed at 2 payslips per page.

Hourly Rate Formula & Monthly / Annual Number of hours

Pay100 Plus allows you to change the way overtime is calculated in one of two ways:

1. As a function of monthly hours.
2. As a function of annual hours

Once you have selected the manner in which you wish the hourly rate to be calculated you will specify the number of hours that are expected for the given period in the Monthly/Annual Hours text box to the right of the hourly rate formula selection box.

For example, if your company expects each employee to work 8 hour days for 5 days a week, you would enter 160 (8 X 5 X 4) monthly hours into the 'Monthly Hours' text box.

If your company uses an annual number of hours you would enter 1,920 (8 X 5 X 48) into the annual hours text box.

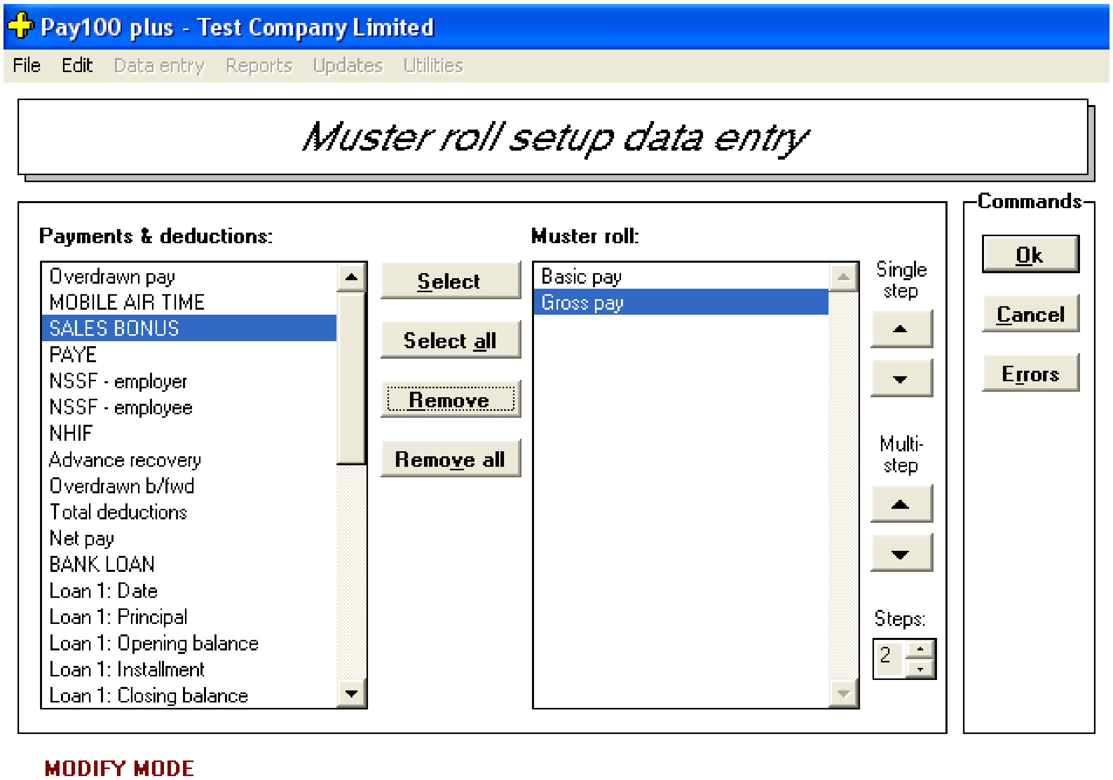
Additional payslip printing details - Print on Payslip?

Pay100 Plus allows the user to include certain other details on the payslip. These details are:

Print Job title:	Tick this option if you want all employee job titles printed on the payslip
Print Bank Name:	Tick this option if you pay one or more members of staff via EFT and wish for the name of the receiving bank to be printed on the payslip.
Print Bank a/c number:	Tick this option if you pay one or more members of your staff via EFT and wish for the recipients bank details to appear on the payslip

Muster Roll Setup.

The muster roll setup data entry screen allows the user to define the order of the columns that will be displayed in the muster roll.



To setup the order of columns, first click on the 'Modify' Button then:

1. Click on a payment / deduction from the 'Payments and deductions' column. It will be highlighted in blue
2. Click on the 'Select' button.
3. The Item you selected in step 1 above now appears under the muster roll column.
4. Items appearing under the muster roll column will be placed in order starting with the first item in the 'Muster Roll column' at the leftmost position on the actual muster roll, and the last item in the Muster roll column appearing on the rightmost position on the actual muster roll.
5. To change the position of a particular item in the muster roll column, simply click on the item you wish to move and then click either the up arrow or the down arrow on the right.
6. Using the arrows grouped under the caption 'single step' will move the item only one step up or down. Using the arrows grouped under the caption 'Multi-step' will move the item the number of steps specified in the 'Steps' box.
7. When you have completed your muster roll setup, click on 'Ok'
8. You will be prompted to update files, click on 'Yes' to update the files.
9. Click on 'Exit' to return to the main menu.

Departments Setup

Pay100 Plus allows for departments and sections, with enough codes for practically any sized organization. The code structure (characters for department and characters for section) can be determined at the Preferences setup stage. To setup departments and or sections, goto: Data Entry → Setup → Department.

The first time you setup Pay100 Plus, there will be no departments or sections registered in the system. Irrespective of whether your company has any departments you must setup at least one department for Pay100 to work properly. When you select the option for department data entry you are taken to the Department data entry preview screen. See image below.

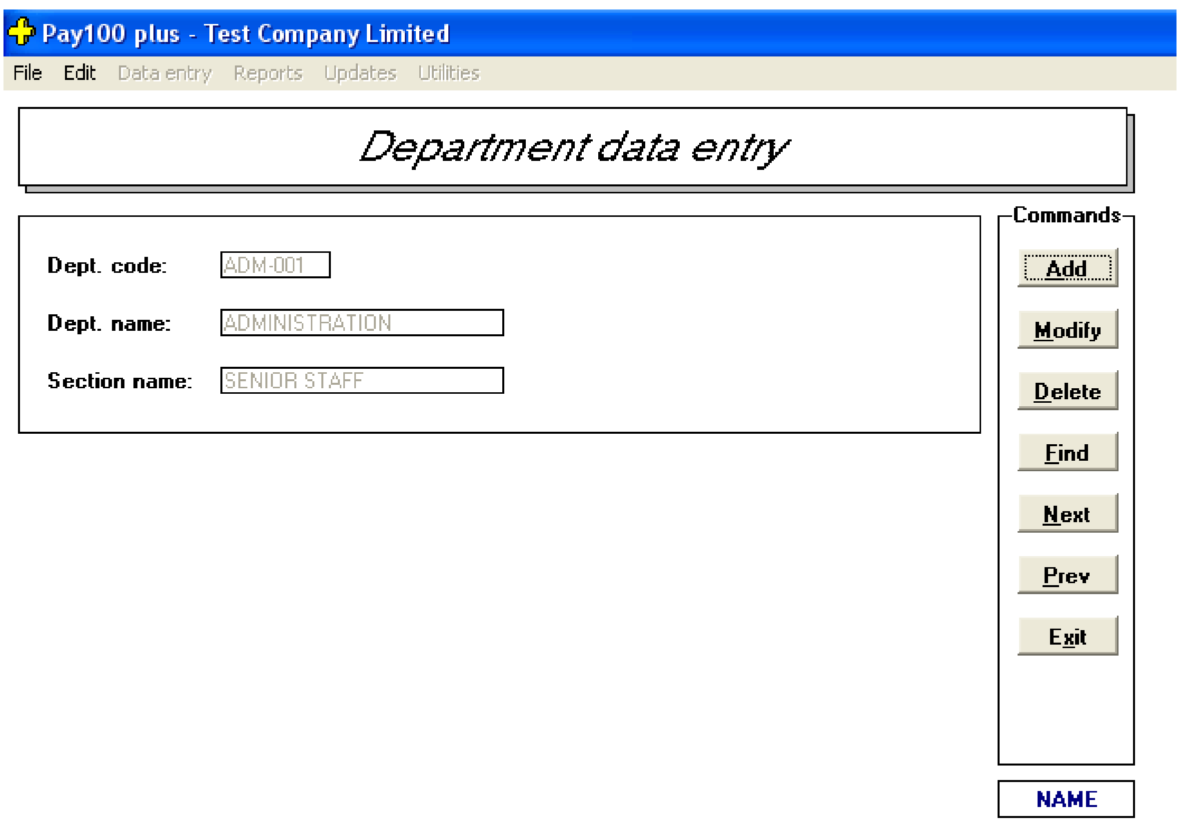
Using the Department data entry preview screen you can:

View the departments and sections that have already been entered into the system. Use the 'Prev' and 'Next' buttons to scroll through your file.

Search for a specific department and or section code.

To search for a specific department / section:

1. Click on the 'Find' button.
2. All three fields (Dept Code, Dept. name, and Section name) will be available for data entry. You can use any one of these fields to search for a specific department / section. Simply enter the detail you are looking for and click on 'Ok'. If the search is successful, Pay100 Plus will display the first occurrence of the term you are searching for.



To Add a New Department / Section:

1. Click on the 'Add' button
2. Enter a department – section code. This code may be alphanumeric or numeric or alphabetic only. It is important to choose codes that are suitable for you. Your coding structure should also be documented for future reference. In the example below, we have entered 'ADM-001' to represent the Senior Staff section of the Administration department. You could add another code 'ADM-002' for the Junior Staff of the Administration department and so on.
3. Once you have entered the code, enter the department name. In the example below 'ADM' is for Administration.
4. Enter the section name in the applicable text box.
5. When you have completed all three text boxes, click on the 'OK' button.
6. Click 'Yes' when prompted to update the files
7. Repeat steps 1 through 6 for each department, or department and section that is applicable to your company.
8. When you are finished adding all departments or departments and sections applicable to your company, click on the 'Cancel' button to return to the preview screen.

To Delete a Department / Section:

1. Use the 'Next', 'Prev' and 'Find' options to find the department / department and section code which you wish to delete.
2. Click on the 'Delete' button
3. You will be prompted to confirm deleting the selected department / department and section.
4. If the department / department and section displayed is the correct one to be deleted, click on the 'Yes' button to complete the delete action.

NOTE: If there are any employees in the system who are assigned a department / department and section it will not be possible to delete that department / department and section until such time that the employee is re-assigned to a different department / department and section.

To Edit (Change the name) of a Department / Section:

1. Use the 'Next', 'Prev' and 'Find' options to find the department / department and section code which you wish to edit.
2. Click on the 'Modify' button
3. The department and section name text boxes will be available for editing
4. Make the changes you desire to the department name / department and section names.
5. When you have finished making changes to the department / department and section names, click on the 'OK' button.
6. Click 'Yes' when prompted to update the files.
7. You will be returned to the Department data entry preview screen.

Bank Data Setup.

Pay100 Plus allows you to process salary payments via Electronic Funds Transfer (EFT) by producing an output file that can be further processed by proprietary systems. You need only complete the Bank Data Setup if you process EFT payments for one or more of your employees.

The first time you launch Pay100 Plus, there will be no bank data on file. To setup your Bank Data File Goto Data Entry → Setup → Bank. You will be presented with the Bank data entry screen (see image below)

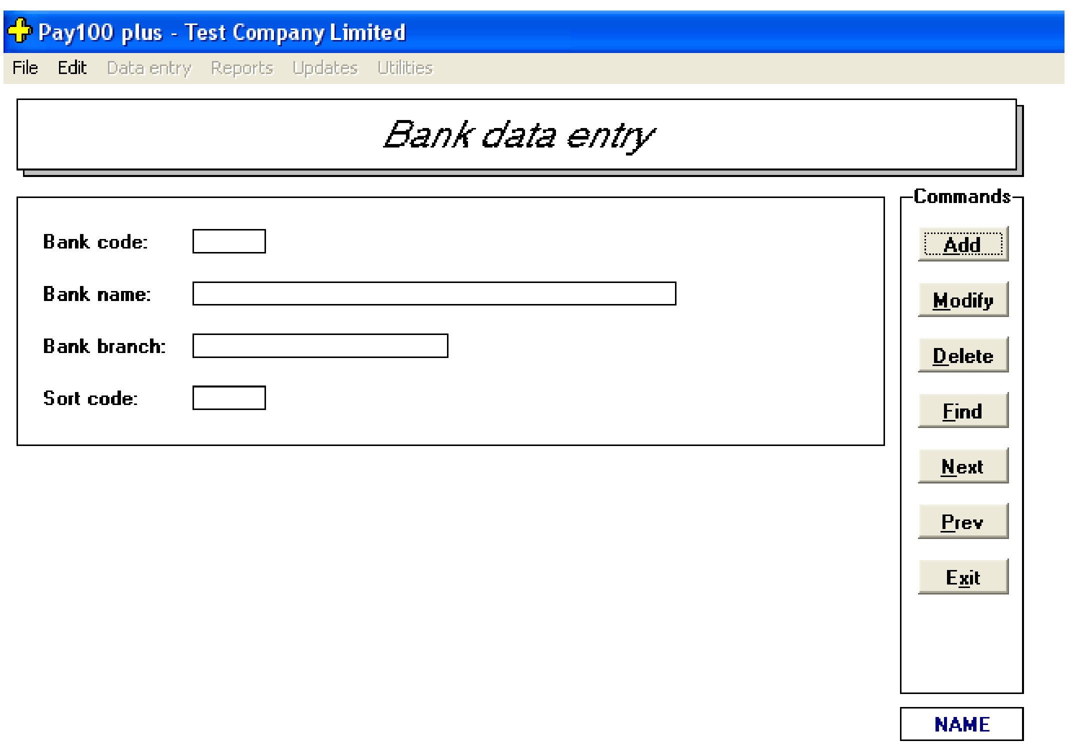
Using the Bank data entry preview screen you can:

> View the Bank codes that have already been entered into the system. Use the 'Prev' and 'Next' buttons to scroll through your file.
>
> <u>Search for a bank or bank code.</u>

To search for a specific Bank:

1. Click on the 'Find' button.
2. All fields will be available for data entry. You can use any one of these fields to search for a specific department / section. Simply enter the detail you are looking for and click on 'Ok'. If the search is successful, Pay100 Plus will display the first occurrence of the term you are searching for.

You will note that there are two codes required for bank data entry: the Bank Code, and the Sort Code. For purposes of uniformity enter the 5 digit Kenya Bankers Association (KBA) code for both of these entries. Generally you will find the KBA code on the top right of a normal cheque leaf. Alternatively some cheques have clearly indicated the bank code on the lower portion of the cheque where the MICR code line is located. If you are at all unsure as to the correct bank code for a particular bank, you MUST confirm the information with the respective bank before completing the setup of this section.



To Add a New Bank:

1. Click on the ‘Add’ button
2. Enter the KBA bank code in the first text box. For example, 03000
3. Enter the Bank Name in the next text box. For example ‘Barclays Bank’
4. Enter the Bank’s branch name in the next text box. For Example ‘Head Office’
5. Enter the sort code exactly as you entered the bank code. In this example, 03000
6. Click ‘OK’
7. Click ‘Yes’ when prompted to update the files
8. Repeat steps 1 through 7 for each bank and branch to which you will be remitting funds for your employees
9. When you are finished adding all Banks and branches applicable to your company, click on the ‘Cancel’ button to return to the preview screen

To Delete a Bank and Branch:

1. Use the ‘Next’, ‘Prev’ and ‘Find’ options to find the bank and branch code which you wish to delete.
2. Click on the ‘Delete’ button
3. You will be prompted to confirm deleting the selected bank and branch.
4. If the bank branch is the correct one to be deleted, click on the ‘Yes’ button to complete the delete action

NOTE: If there are any employees in the system who are assigned a bank and branch it will not be possible to delete bank and branch until such time that the employee is re-assigned to a different bank and branch.

To Edit (Change the name) of a Bank:

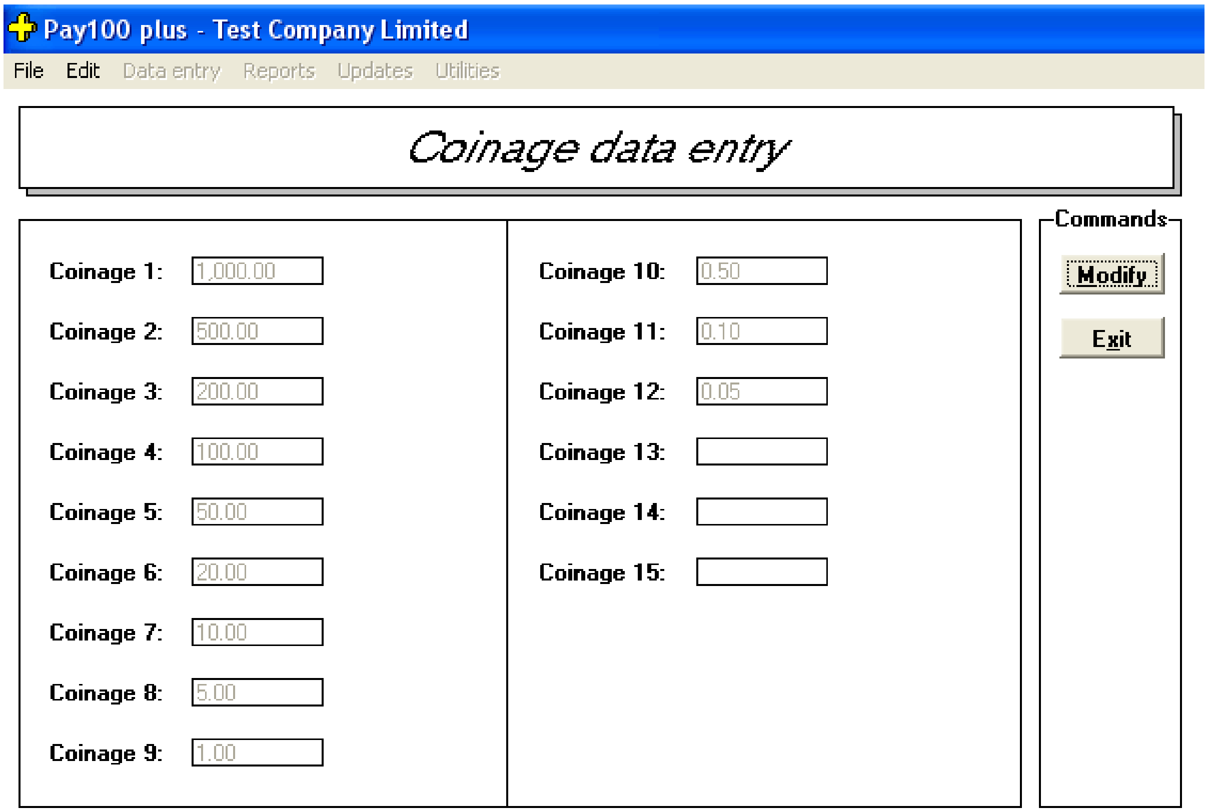
1. Use the ‘Next’, ‘Prev’ and ‘Find’ options to find bank and branch which you wish to edit
2. Click on the ‘Modify’ button
3. The Bank and branch name text boxes, and the sort code text box will be available for editing
4. Make the changes you desire to the bank and branch names / code
5. When you have finished making changes to the bank and branch names / code, click on the ‘OK’ button
6. Click ‘Yes’ when prompted to update the files
7. You will be returned to the Bank data entry preview screen

Coinage Analysis Table Setup.

Pay100 Plus come with a predefined coinage analysis table that is preset. This table can however be changed should the need arise.

To change the coinage analysis preferences goto 'Data Entry → Setup → Coinage.

This will take you to the coinage data entry screen (see image below)



To change any of the coinage preferences:

1. Click on the 'Modify' button.
2. Point your mouse and click in the appropriate coinage text box.
3. Make the necessary change.
4. Click on 'Ok'
5. Click on 'Yes' when prompted to update the files
6. Click on 'Exit' to return to the main screen.

It is important to note that if you make a change to the coinage (lets say because of the introduction of a new note, perhaps a 2,000.00 shilling note, you would have to then cascade the change down across the text boxes. In this example, the text box labeled 'Coinage 1' would be 2,000, 'Coinage 2' would be 1,000 'Coinage 3' would be 500 and so on down.

Users Setup

The first time you launch Pay100 Plus, there will be one preset user defined (this is the user ID and password you would have used to log in i.e. MAS). To access the user setup screen goto:
Data Entry → Setup → User. You will be taken to the user setup preview screen (see image overleaf)

Using the User setup data entry preview screen you can:

View the User IDs that have already been entered into the system. Use the 'Prev' and 'Next' buttons to scroll through your file.

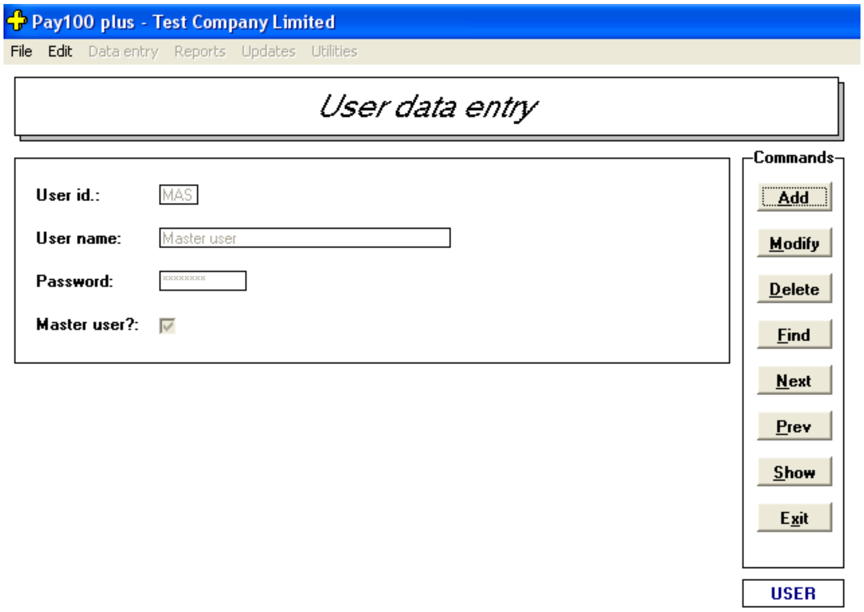
Search for a user.

To search for a specific User:

1. Click on the 'Find' button.
2. The User ID and user Name fields will be made available for searching purposes. You can use any one of these fields to search for a specific user. Simply enter the detail you are looking for and click on 'Ok'. If the search is successful, Pay100 Plus will display the first occurrence of the term you are searching for.

When creating / modifying new users, Pay100 Plus provides for 2 user levels; Master and Non-master. A master user can access all areas of Pay100 plus without limitation. Non-master users cannot do the following:

1. Cannot Add new employee records.
2. Cannot Modify employee's fixed details **excep**t for statutory numbers e.g. NSSF No. Etc.
3. Cannot make changes to FIXED Payments & Deductions, however, VARIABLE Payments & Deductions can be entered.
4. Cannot set-up or modify Tables.
5. Cannot Open Payroll after Closing.
6. Cannot do Period-end.
7. Cannot change employee number.
8. Cannot Reorganize data.



To Add a New User:

1. Click on the ‘Add’ button
2. A User ID. This can be alphanumeric but is limited to three (3) characters
3. Enter a user name. This should be the users full name / description for example “Thomas Bell”. This must be longer than three (3) characters but is limited to a maximum of thirty (30) characters including spaces.
4. Enter the password. Please note passwords are case sensitive and must be longer than three (3) characters long. Passwords should preferably be 6 characters long, and should include a mixture of numbers and letters to ensure it is difficult to establish.
5. Select whether this user will be a master user or not. If you wish the user to be a master user, place a tick in the box labeled ‘Master’.
6. Click ‘OK’
7. Click ‘Yes’ when prompted to update the files
8. Repeat steps 1 through 7 for each user you wish to add.
9. When you are finished adding all the users you wish to allow, click on the ‘Cancel’ button to return to the preview screen.

To Delete a User:

1. Use the ‘Next’, ‘Prev’ and ‘Find’ options to find the user which you wish to delete.
2. Click on the ‘Delete’ button
3. You will be prompted to confirm deleting the selected user.
4. If the User is the correct one to be deleted, click on the ‘Yes’ button to complete the delete action.

To Edit (Change the name) of a User:

1. Use the ‘Next’, ‘Prev’ and ‘Find’ options to find the bank and branch which you wish to edit.

2. Click on the ‘Modify’ button
3. The User Name and Password text boxes as well as the user type check box will be available for editing
4. Make the changes you desire to the user
5. When you have finished making changes to the user, click on the ‘OK’ button.
6. Click ‘Yes’ when prompted to update the files.
7. You will be returned to the User data entry preview screen.

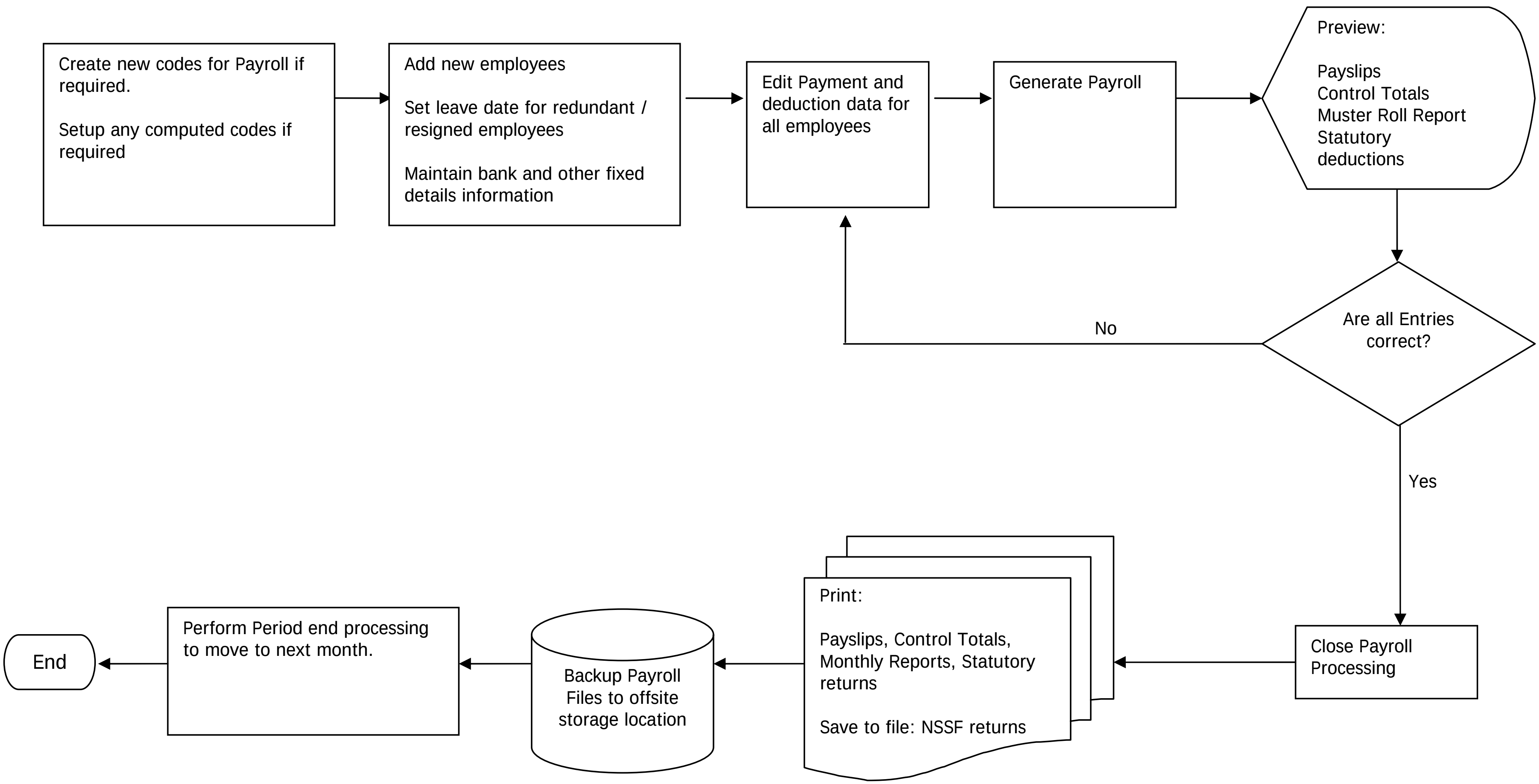
To View the password of a User:

1. Use the ‘Next’, ‘Prev’ and ‘Find’ options to find bank and branch which you wish to edit.
2. Click on the ‘Show’ button
3. Click on ‘Yes’ to view the password when prompted.
4. The selected user’s password will be shown.
5. Click on ‘Ok’ to hide the dialogue once you are finished. You will be taken back to the User data entry preview screen.

Payroll Processing

<u>Flow chart</u>

This flowchart assumes that you have completed the company and statutory details setup.



Employee Management.

Pay100 Plus allows you to process your payroll for an unlimited number of employees. To begin entering or to add a new employee goto Data Entry → Inputs → Employee. You will be taken to the Employee Data Entry Preview screen (see image below)

Using the Employee Data Entry Preview Screen you can:

View the Employee records that have already been entered into the system. Use the 'Prev' and 'Next' buttons to scroll through your file.

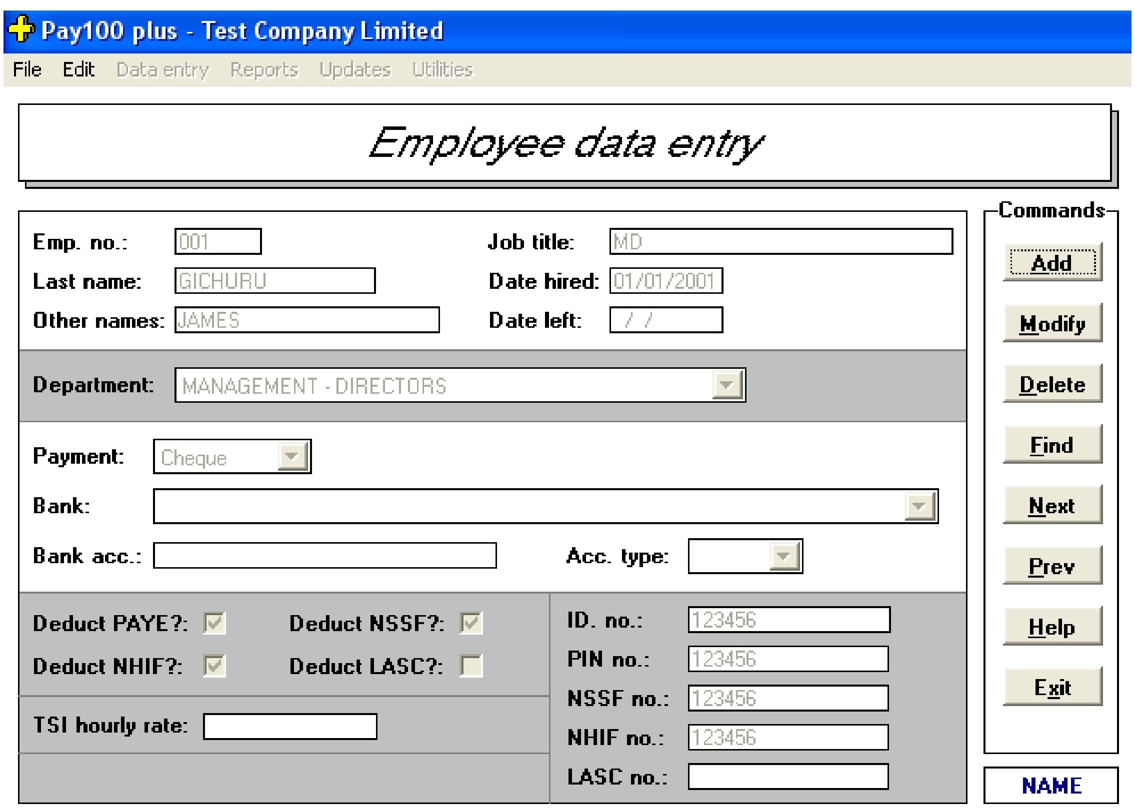
Search for an Employee.

To search for a specific Employee:

1. Click on the 'Find' button.
2. The Employee Number, Employee Last Name and Employee Other Names fields will be made available for searching purposes. You can use any one of these fields to search for a specific employee. Simply enter the detail(s) you are looking for and click on 'Ok'. If the search is successful, Pay100 Plus will display the first occurrence of the term you are searching for.

Please take note:

1. When entering information in the employee data entry screen it is useful to use the 'TAB' key to move between fields. This will speed up your data entry.
2. Please ensure that you have completed the company setup and especially the departments setup as described earlier on in this guide, or you will be unable to manage your employee records.



Add a New Employee:

1. Click on the 'Add' button
2. Enter an employee number. Employee Numbers may be alphanumeric but are limited to six (6) characters. In general employee numbers should be given in some logical sequence. Most companies already have an employee ID which could be used in Pay100 Plus. If there is no numbering system for employees at your company, it is recommended that you employ a simple six digit sequential scheme. Thus your employee numbers would begin 000001, 000002,000003… etc. Using such a numbering scheme will give you up to one million employee records.
3. Enter the employee's last name. The last name can contain up to twelve (12) characters including spaces.
4. Enter the employee's other name(s). The other names field can contain up to twenty (20) characters including spaces.
5. Enter the employee's job title. This field can contain up to twenty five (25) characters including spaces. It should be the descriptive name for the work done by the employee.
6. Enter the date the employee was hired.
7. Select a department or department and section as applicable from the 'Departments' Pop up menu
8. Select a payment method (either Cash, Cheque or Electronic Funds transfer) from the 'Payment' popup menu.
9. If you have selected 'Electronic Funds transfer' in step 8 above, you will also have to select:
    a. Bank and branch name from the 'Bank' pop up menu
    b. Enter a valid bank account number to which the salary will be remitted.
    c. Select the bank account type (current, savings or other)
10. There are several check boxes for the various statutory deductions that may be applied to an employee. It is very important that you ensure that ALL applicable deductions are appropriately indicated for each employee.
11. Enter the employee ID, Pin, NSSF and NHIF numbers in the respective fields.
12. The TSI hourly rate field should not be used for any purpose as it has been reserved for future use.
13. Click on the 'Ok' button
14. Click on 'Yes' when prompted to update the files.
15. Repeat steps 1 through 14 for each employee you wish to add.
16. When you are finished adding all the employees you wish, click on the 'Cancel' button to return to the employee data entry preview screen.

Delete an Employee:

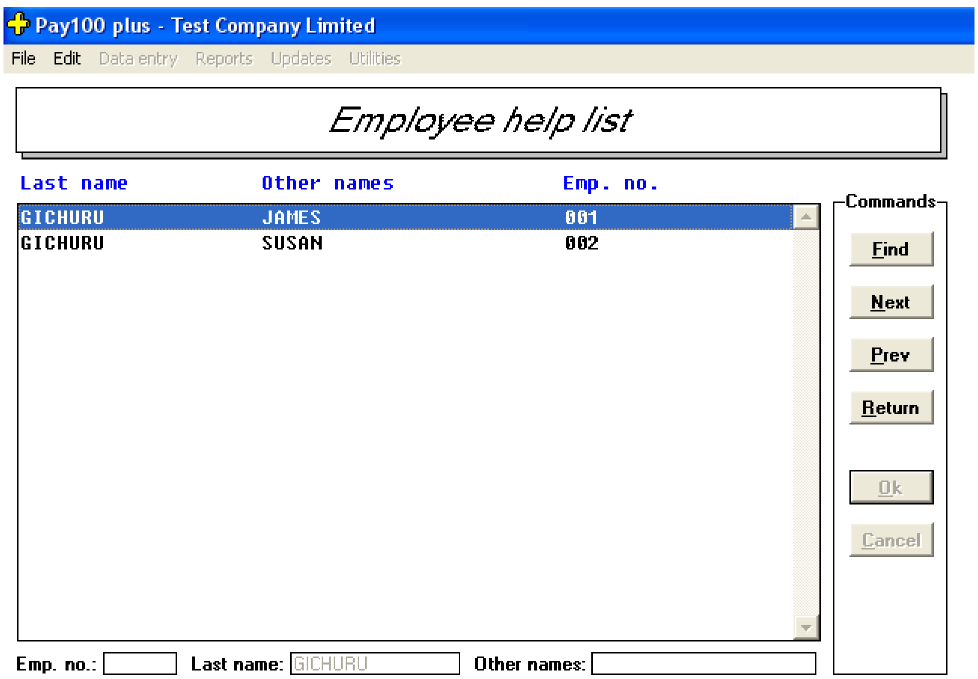
1. Use the 'Next', 'Prev' and 'Find' options to find the employee which you wish to delete.
2. Click on the 'Delete' button
3. You will be prompted to confirm deleting the selected user.
4. If you are certain that the selected employee should be deleted, click on the 'Yes' button to complete the delete action. Please note that if an employee has any payroll data, Pay100 Plus will not allow you to delete that employee until the end of the year.

Edit (Change the details) of an Employee:

1. Use the 'Next', 'Prev' and 'Find' options to find the employee you wish to edit.
2. Click on the 'Modify' button
3. All fields except for the employee number field can be edited. If you wish to change an employee number, please see 'Changing an Employee Number' later on in this guide
4. Make the changes you desire to the employee record
5. When you have finished making changes to the employee, click on the 'OK' button.
6. Click 'Yes' when prompted to update the files.
7. You will be returned to the User data entry preview screen.

View the Employee Help List:

Pay100 Plus has a unique feature, that is the employee help button. Click on the employee help button if you want to find all the occurrences of a particular name in your payroll. For example if you have two employees with the last name 'Gichuru', you may use the Help button to list all occurrences of the name Gichuru. (see image below).



To use the Help list:

1. Click on the 'Help' button
2. Click on the 'Find' button
3. The fields to search for either a specific employee number, last name or other names become available.
4. Once you have entered the search criteria, click on the 'OK' button. Pay100 Plus will display a list of all records on file that contain that search term.
5. To return to the employee data entry preview screen, click on the 'Return' button.

Entering Payments and Deductions

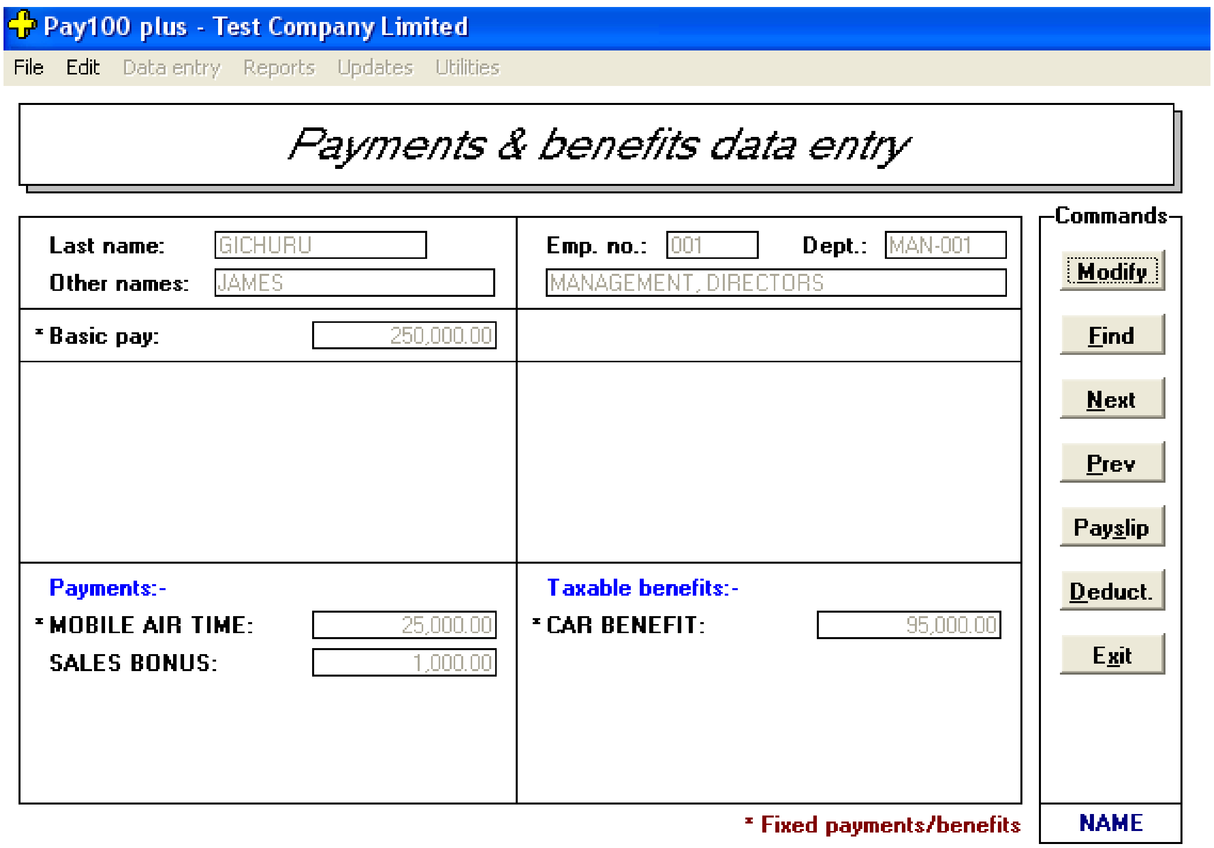
Pay100 Plus allows data entry of both the basic and extended payments and deductions through two menu items, one that allows for the entry of the basic payments and deductions only, and the other that allows you to enter extended payments and deductions.

If your company does not have any unique payment / deductions, and you have not defined any, you will only need to be concerned with entering the basic payments and deductions. On the other hand if you have created any payment / deduction codes you will need to access them through the extended payment and deduction screens.

Pay100 Plus also has the capacity to process batch data entry of information by payment / deduction code. This is a unique data entry method for companies with large numbers of employees and with many changes in their payroll on a monthly basis.

Basic Payments and Deductions.

To enter basic payments and deductions goto Data Entry → Inputs → Basic payments & deductions. You will be taken to the 'Basic Payments and benefits data entry screen' (see image below)



Using the Payments and benefits data entry screen you can:

View the Employee payment / deduction records that have already been entered into the system. Use the ‘Prev’ and ‘Next’ buttons to scroll through your file.

Search for an Employee to update Payment and benefit data.

To search for a specific Employee:

1. Click on the ‘Find’ button.
2. The Employee Number, Employee Last Name and Employee Other Names fields will be made available for searching purposes. You can use any one of these fields to search for a specific employee. Simply enter the detail(s) you are looking for and click on ‘Ok’. If the search is successful, Pay100 Plus will display the first occurrence of the term you are searching for.

Make Changes to Employee Payment, benefit and deduction data.

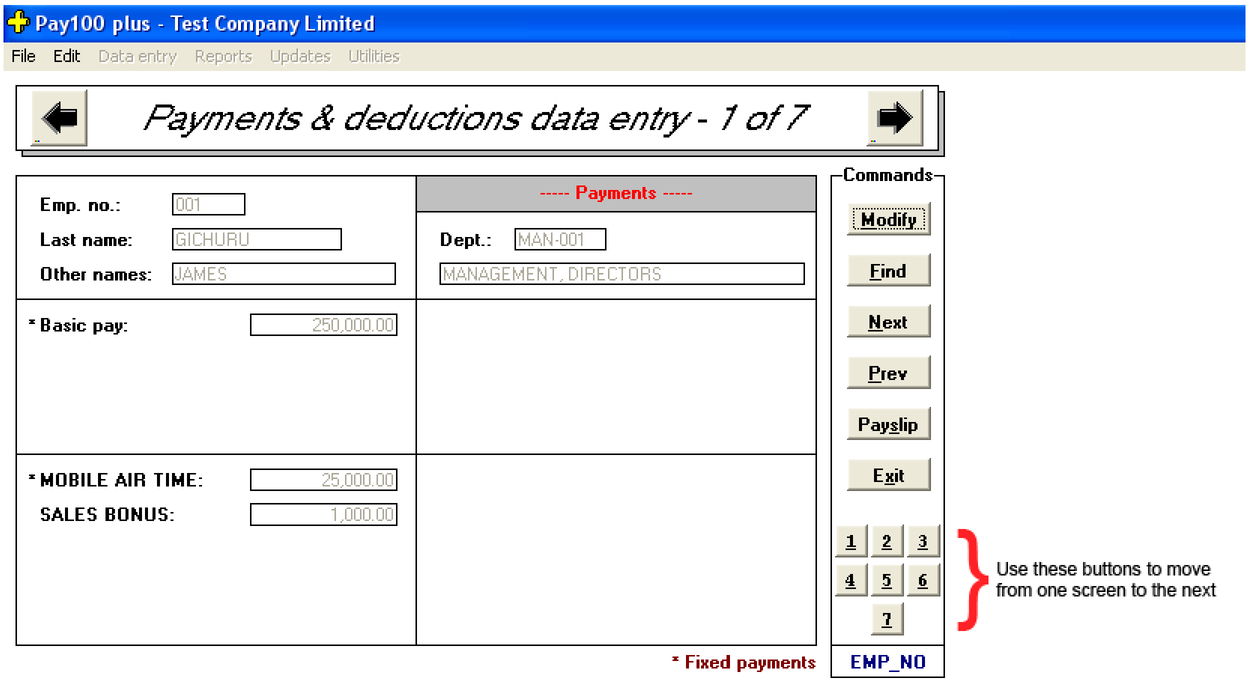
1. Find the employee whose record you wish to modify. Use the ‘Next’, ‘Prev’ and ‘Find’ functions to accomplish this task
2. Once you have selected the appropriate employee’s record, click on the ‘Modify’ button.
3. All applicable payment and benefit fields will become available for editing.
4. If there are any deductions applicable to this employee click on the ‘Deduct’ button.
5. You will be presented with the ‘Deductions data entry’ screen.
6. Enter all applicable deductions for this employee.
7. Click on the ‘Payments’ button to return you to the original payments and benefits data entry screen.
8. When you have entered all the relevant payments / benefits and deductions for the employee, click on the ‘Ok’ button.
9. Click on ‘Yes’ when prompted to update files
10. Repeat steps 1 through 9 for each employee on file.

Make changes to extended employee payment, benefit and deductions data.

This option should be used in cases where you have defined payments / benefits that were not included in the predefined payments and deductions that came with Pay100 Plus. You can also edit pre-defined payments, benefits and deductions on this screen.

To access the extended payments, benefits and deductions data goto Data Entry → Inputs → Extended payments & deductions.

You will be taken to the Payments and deductions Data Entry – 1 of 7 screen (see image below)



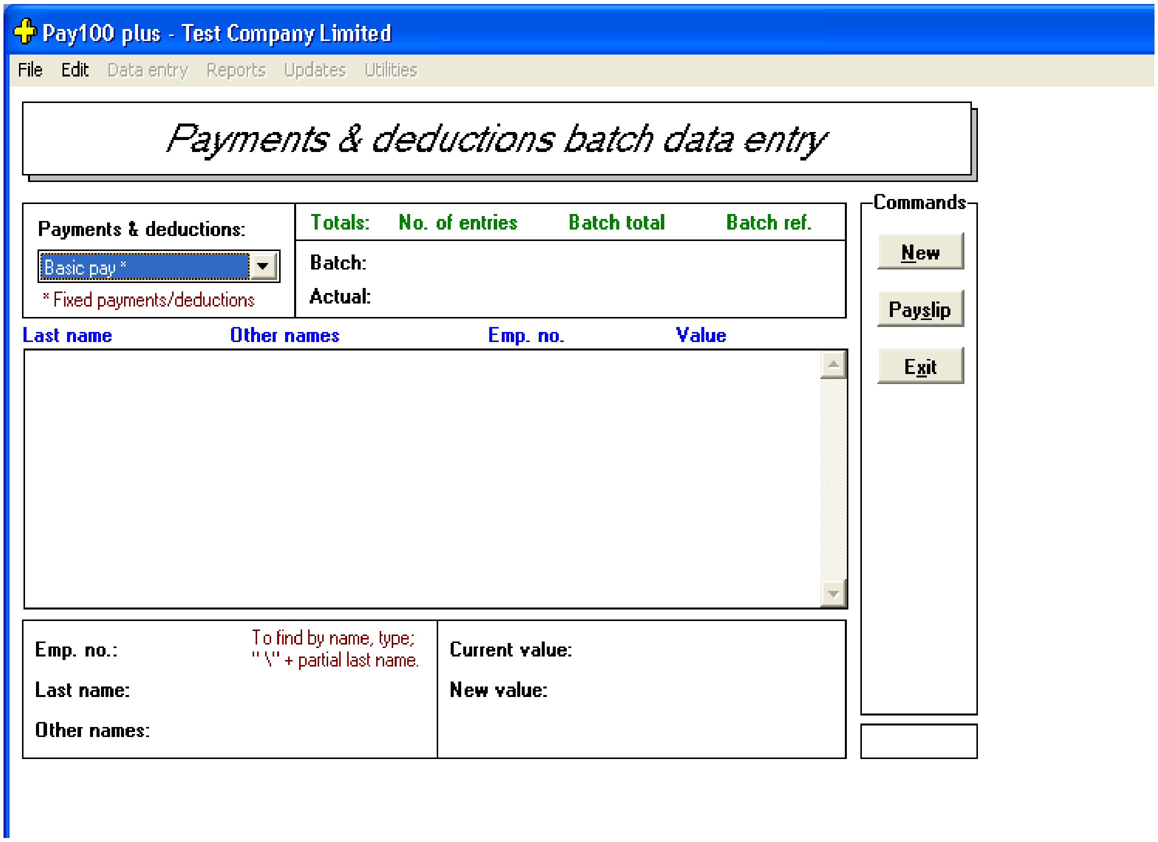
Entering batch payment and deductions

This option should be used in cases where companies have large numbers of employees and with many changes in their payroll on a monthly basis. This has been designed to save time.

To enter batch payment and deductions goto Data Entry → Inputs → batch payment & deductions. You will be taken to the 'batch payment and deductions data entry screen' (see image overleaf)

1. Select the type of payment or deduction that you would like to update by clicking on it. These will be displayed in the blue box on the top left hand corner. Use the drop down arrow to display the other payments & deductions.
2. Click on the 'New' button under Commands.
3. Click on 'Totals'. Now enter the details of your batch i.e. the total number of transactions, the batch total and give the batch a reference. Now click on 'OK' and 'Yes' to update the totals.
4. Click on ADD and proceed to enter the employee number followed by the value that you want to insert into the batch. If you don't know the employee number type'\' and enter – the employee list is displayed. Double click on the name of the employee you are looking for. The name, employee number and existing details are now displayed. Proceed to enter the New Value Then click on 'OK' and 'Yes' to

update files. Repeat the process to update the details on your batch ensuring that the batch totals that you entered prior agree with the actual total.



Entering batch Savings and Loan

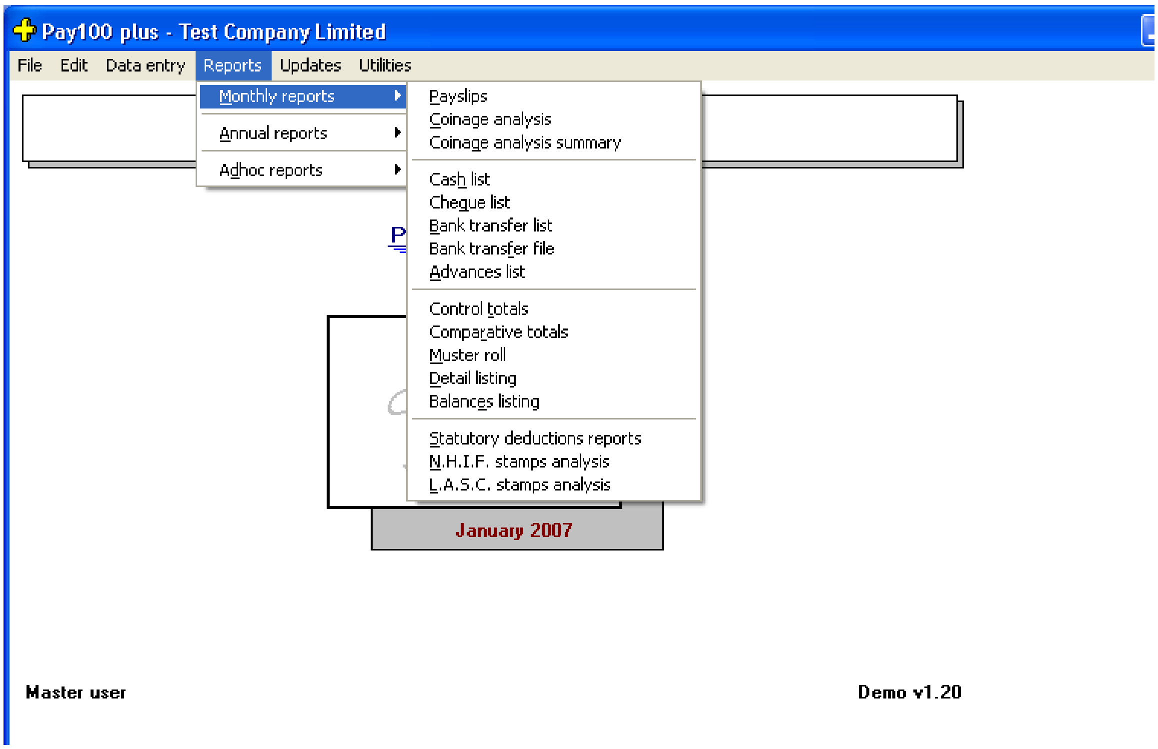
This option should be used in cases where companies have large numbers of employees and with many changes in their payroll on a monthly basis. This has been designed to save time.

To enter batch Savings and Loan goto Data Entry → Inputs → batch Savings and Loan. You will be taken to the 'batch Savings and Loan data entry screen'.

1. Select the type of Savings and Loan that you would like to update by clicking on it. These will be displayed in the blue box on the top left hand corner. Use the drop down arrow to display the other Savings and Loan.
2. Click on the 'New' button under Commands.
3. Click on 'Totals'. Now enter the details of your batch i.e. the total number of transactions, the batch total and give the batch a reference. Now click on 'OK' and 'Yes' to update the totals.
4. Click on ADD and proceed to enter the employee number followed by the value that you want to insert into the batch. If you don't know the employee number type '\' and enter – the employee list is displayed. Double click on the name of the employee you are looking for. The name, employee number and existing details will be displayed. Proceed to enter the New Value Then click on 'OK' and 'Yes' to update files. Repeat the process to update the details on your batch ensuring that the batch totals that you entered prior agree with the actual total.

REPORTS

Pay100 Plus has a comprehensive reporting system that allows you to generate all relevant statutory and other reports for your company. The reporting system breaks the reports down into 'Monthly, Annual and Ad-hoc' categories, with a listing for each kind of report as a sub menu (see image below). All reports enable you to select the range of data that will be reported upon, either by employee name, number, department and section (where applicable). In addition to the range, many reports also permit you to select the sort order.



Selecting Reports By Range of Employee Records

All report screens give you the option of selecting either "All Employees" or "a range of employees in alphabetical order" or "a range of employees in employee number order". The "All Employees" is the default option.

All report screens give you the option of selecting the period i.e. month for which you wish to print the report. Furthermore, you select the report output option "Rpt. output:" to print either on a printer or preview the report on the screen. The Muster Roll however is the only report that outputs to file only – This is a text file which can be opened as a spreadsheet

Once you have selected the available options you use the Ok button to print or preview the report or Cancel to return to the main menu.

All reports that give you the employee range option will enable the Help button as soon as you tab to the "From emp.:" or "To emp.:" field. The program gives the first employee alphabetically in the "From emp.:" field and the last employee alphabetically in the "To emp.:" field. In order to find the employee you are looking for, type in the first two or three letters of the employee's last name in the "From emp.:" and then click on the TAB button; a separate screen will display all the employees whose name have those two or three letters that you typed in. You select the employee you want to include for printing by double-clicking on the name. Within the help, you can also use the Up and Down arrow keys to highlight the employee in question and press Enter to select the employee.

Similarly, you use the same method to find the “To emp.:”. It should be noted that if the “From emp.:” and “To emp.:” fields are logically not in ascending alphabetical order, then attempting to generate the payroll for the range will come up with an error message. To see the error message, select the Error button.

Note: If you want to view all the employees in alphabetical order, you empty the “From emp.:” field or “To emp.:” using the “backspace” key.

The same concept as above applies when you use the option to select employees by number range.

Printing the Reports

All of the reports in this system use plain stationery, including the P9A card. Whether you are using a dot matrix printer, a Laser printer or an inkjet printer, the program will take care of this. For dot matrix printers use 9.5” x 11” continuous stationery while for the laser and inkjet use A4 sheets.

On printing or previewing if the program gives the screen message “NULL REPORT”, it means that none of the employee records contain an amount value for the report you are attempting to print - this can be attributed to:

a) The employee records really do not contain any amount values.

OR

b) None of the employee records have been “computed” to allow a value to exist in that report. For example, if you try to print NSSF report, a value will not exist unless the program has computed the value. (See Data entry/Inputs/Payments & deductions - Payslips button which will compute the given month’s payroll for the individual selected employee ALSO See Updates/Payroll generation which will compute ALL or REMAINING or a RANGE of employee records.

Note: Even if only one employee record has been “computed” the program will print the report. All reports that are printed prior to closing the period (See Updates/Close payroll processing) will have a line of asterisks in the report description line and the words “Provisional” on either side of the line. This indicates that there may be more changes to be input to the system and therefore the report is not a final one. The final reports DO NOT have the asterisks line and the word “FINAL” is displayed nearer the top right hand side of the report.

Monthly Reports:

Payslips

Payslip shows details for each employee's payments, deductions and tax computations along with net pay and method of payment. This report should be produced in two copies - one to be given to the employee and one for employer's record.

NOTE: You may see an item on the payslip referring to 'relief brought forward'. This represents the amount of tax relief that was unused from a previous month in calculating the tax for an employee in a given month. In all cases this is because tax is relieved on an annual basis and thus any amounts unused in a given period are carried forward to the next.

Coinage analysis and Coinage analysis summary

Coinage analysis gives the exact currency notes and coins denominations that will be required to pay all the employees to be paid by cash. The program will use only those denominations which have been defined in the Coinage data entry screen (see Data entry/Setup/Coinage).

Cash list

Cash list will print out only those employees that are to be paid by cash (see Data entry/Inputs/Employee).

Cheque list

Cheque list will print out only those employees that are to be paid by cheque (see Data entry/Inputs/Employee).

Bank transfer list & File

Bank transfer list will print out only those employees that are to be paid directly through the bank (see Data entry/Inputs/Employee). The bank transfer file is a soft copy version of the bank transfer list that may be emailed to your back authorizing EFT(electronic funds transfer) payments

Control totals

Control Total provide totals of payments, deductions and tax computations for a range of employee records and/or the whole of the payroll. This report is useful for posting payroll entries into the General Ledger.

Comparative totals

Control Total provide totals of payments, deductions and tax computations for a range of employee records and/or the whole of the payroll comparing it with the previous month's totals and showing the percentage change. This report is useful for checking the movement/changes in payments/deductions/benefits between one month and the previous one

Muster Roll

Muster Roll allows multiple payment and/or deduction to be listed out in a text file which can be opened with a spreadsheet program (e.g. Excel, Lotus). You may select as many payment and/or deduction elements in a single print command by using the keyboard space bar and selecting those elements that you wish to print for your records and/or analysis.

Detail listing

Detail listing allows any payment and/or deduction to be listed out individually. You may select as many payment and/or deduction elements in a single print command by using the keyboard space bar and selecting those elements that you wish to print for your records and/or analysis.

Balances listing

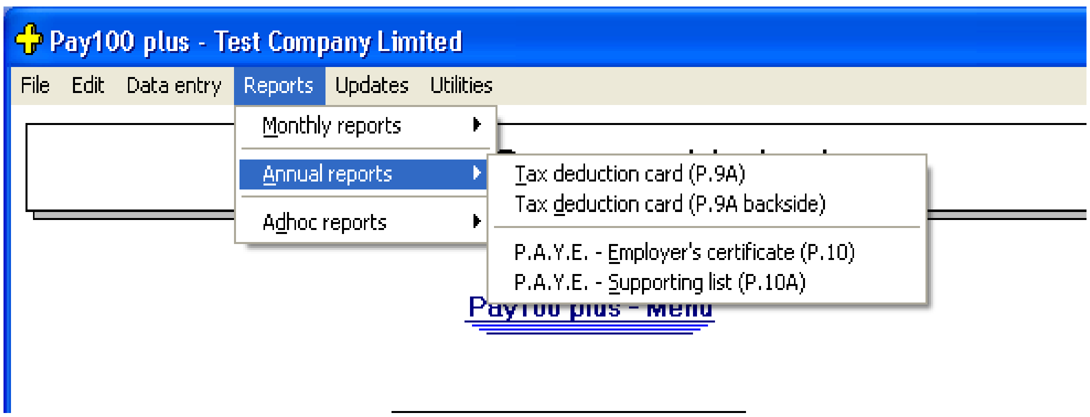
Detail listing allows any Loan and/or Saving balance to be listed out individually. You may select as many Loan and/or Saving elements in a single print command by using the keyboard space bar and selecting those elements that you wish to print for your records and/or analysis.

Statutory deductions

This allows you to list out the PAYE, NSSF, NHIF and LASC deductions along with PIN No./ID No., NSSF No, NHIF No. and LASC No. respectively. The default screen comes up with all these selected and you may de-select any one or more by using the keyboard space bar.

IGNORE NHIF AND LASC STAMPS ANALYSIS REPORTS

Annual Reports



Tax deduction card (P9A)

This P9A form has been approved by the Kenya Revenue Authority. These forms (1 per employee record) should be printed after completion of payroll for the month of December. It shows each month's taxable payments for each employee along with tax details as required by the tax authority. Employees who have left during the current year will also have their P9A printed out upto the month of employment.

Tax deduction card (P9A backside)

This function prints out the backside of the P9A form. Consequently, the form with the front side printed should now be re-used to print on the back of the form.
Note: It is advisable to print the "backside" first since no variable data is printed on that side.

Employers Certificate (P10)

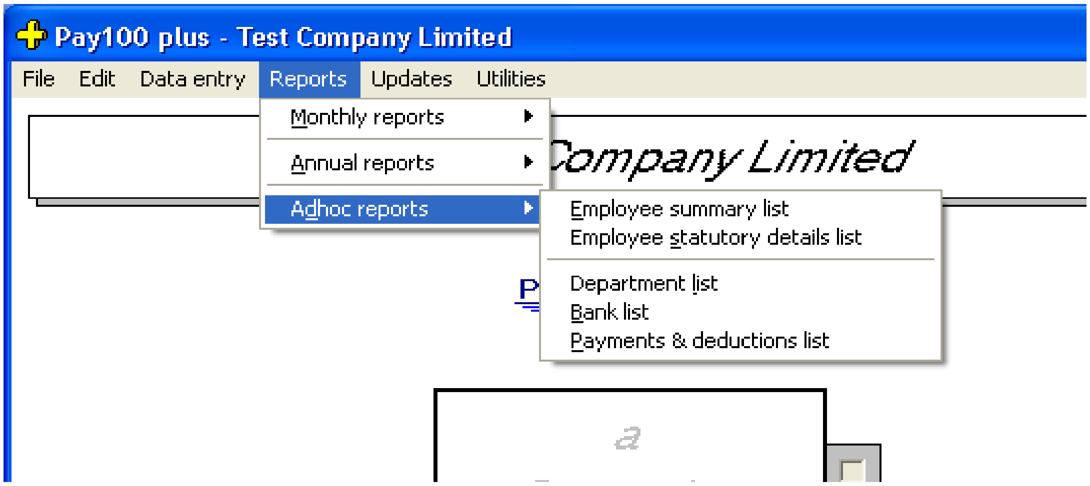
This function prints the P10 form which is the Employers Certificate.

Supporting List (P10A)

This function prints the P10A form which is the Employers Certificate Supporting list.

ADHoc Reports

These are useful summary lists that can be printed to have close at hand either while inputting the payroll amendments or for quick reference (see image below)



Employee Summary List

Produces a listing of all employees stored in the Pay100 Plus database.

Employee statutory details list

Produces a listing of all employees stored in the Pay100 Plus database and their statutory identification numbers where they have been provided.

Bank List

Produces a listing of all banks and their relevant details as stored in the Pay100 Plus database.

Payments & Deductions list

Produces a listing of all applicable payments and deductions in the Pay100 Plus database. This includes all those items that have been pre-defined as well as any user-defined payments that have been added since the installation of Pay100 Plus.

UPDATES

As part of the regular processing cycle, Pay100 Plus requires the user, to perform several 'update' functions before moving to the next month.

Payroll generation

To ensure that all employee records for the current month have been "computed" since, while some may have been computed at the time of inputting changes, others that did not have any changes in the month will not have been computed. It is therefore necessary that the payroll is generated before any other action is taken.

This function must be executed when all the payroll changes for the month are complete. This function does NOT close the month but merely updates the database with current month's payments, deductions and tax computations.

The function can be repeated as many times as you wish, as and when any changes come in, or if you wish to preview provisional figures while still waiting for more payroll changes, as long as you have not closed the payroll

The "period" i.e. the month is the current month by default i.e. the month for which you are processing - it cannot be changed by the operator.

Once you have selected the available options (see below) you use the Ok button to generate the payroll or Cancel to return to the main menu.

Payroll Generation Options:

The screen gives you button options as follows:-

- All employees - the program selects this button by default.
- Remaining emp.
- Emp. Range

All employees - will compute all employee records on file even if they have already been done before. Therefore, it will take more time than the second option if substantial numbers of records have been computed before. Consequently, for larger payrolls, say 50+, this option may be used but only when the Master User has changed any of the tables during the current period. This will ensure that the correct table values are used for all employee records.

Note: There is no harm in using this option if you feel it is safer to do so i.e. in particular where tables are being changed quite frequently. Further, it should be noted, that it is highly unlikely that PAYE and other statutory deduction tables would be changed during a given year, let alone a period, rather the likely changes could be interest rate, rounding scheme etc.

Remaining emp. - will compute only those employee records that have not been computed previously for the current period. If no changes have been made to the Tables by the master user during the current period, then use this option since it will compute only those records which have not been computed before and thus save you processing time.

Note: This option will compute any employee record that has not been computed before and/or those records which, after earlier computation, have had changes made to them.

Emp. Range - gives you the option to compute a range of employee records which may be selected by name range or employee number range, as explained below:

The employee range option will enable the Help button as soon as you tab to the “From emp.:” or “To emp.:” field. The program gives the first employee alphabetically in the “From emp.:” field and the last employee alphabetically in the “To emp.:” field. In order to find the employee you are looking for, type in the first two or three letters of the employee’s last name in the “From emp.:” and then select the Help button; a separate screen will display all the employees whose name have those two or three letters that you typed in. You select the employee you want to include for printing by double-clicking on the name. Similarly, you use the same method to find the “To emp.:”. It should be noted that if the “From emp.:” and “To emp.:” fields are logically not in ascending alphabetical order, then attempting to generate the payroll for the range will come up with an error message. To see the error message, select the Error button.

Note: If you want to view all the employees in alphabetical order, you empty the “From emp.:” field or “To emp.:” using the “backspace” key.

The same concept as above applies when you use the option to select employees by number range.

Close payroll processing

When all changes for the current month have been input AND the Payroll has been generated (see Updates/Payroll generation above) the payroll can be closed to ensure no further changes are made by any user. Execution of this function is almost instantaneous requiring only the user’s confirmation to close. Once the payroll has been closed the final printouts can be processed.

IMPORTANT SECURITY MEASURE:
Please note that whilst you can produce the FINAL printouts, the payroll can still be re-opened by the Master User (see Updates/Open payroll processing). It is therefore very important that prior to re-opening the Master user notes down in his/her diary the date and time when the re-opening was done and at the same time destroy all final printouts which have a date and time earlier than the re-opening date and time for the period in question.

Period end processing

This function must be executed before you can start to input into the next month’s payroll. It is much safer to do the period end processing as soon as you have confirmed that the payroll for the month you have just completed is correct.

Note: Unless you perform the Period-end function, the program will not allow you to make any changes to any employee record if the Payroll processing has been closed.

Open payroll processing

This function allows the master user to “re-open” the payroll after it has been closed, however, it cannot be re-opened if the period end function has been done.

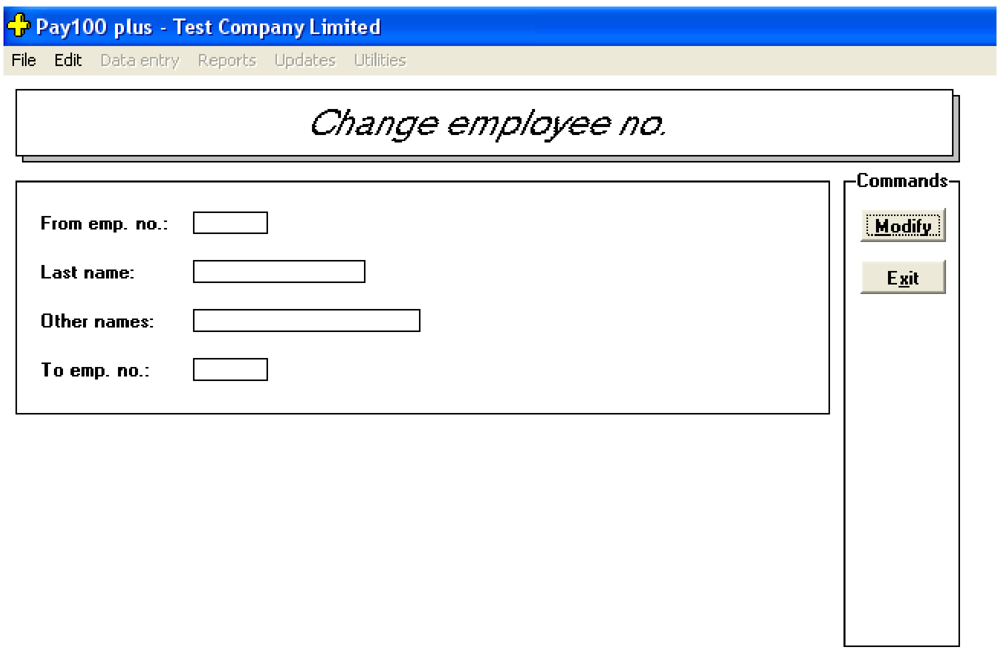
Utilities Menu

Log-in as a different User

To log into Pay100 Plus as a different user without exiting the program, goto Utilities → New User. This will take you to the Log in Screen that you face when you launch the program initially. Log in as usual.

Change the Employee Number

To change an employee's number: goto 'Utilities → Change employee no.' This will allow you to change an employee number – see image below:



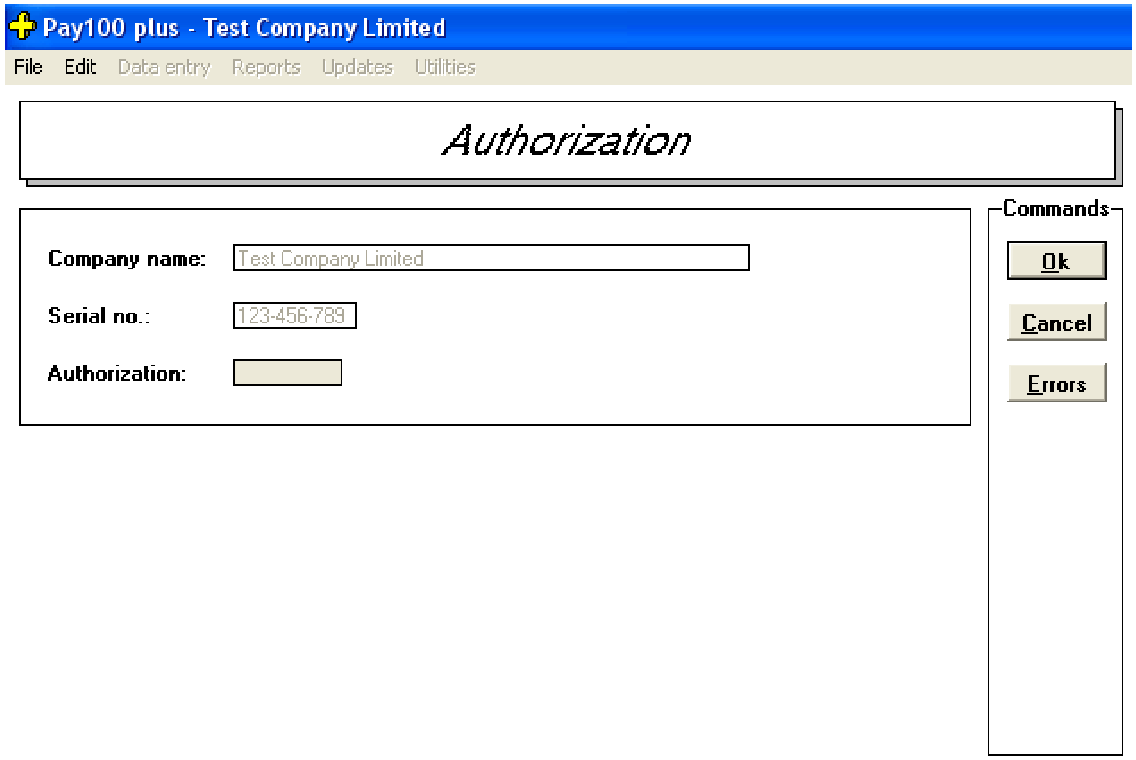
Enter the existing employee number that you wish to change. Push the 'Tab' button on your keyboard. The Last and Other names of the employee with that number will be shown in the respective boxes on the screen. If you are sure this is the correct employee, type in the new employee number and click on 'OK'. Click on 'Yes' when prompted to update the file.

Reorganize data

Pay100 Plus may periodically ask you to reorganize your data. Reorganizing data optimizes your database and ensure that the product continues to run smoothly. It is also a good idea to reorganize your data from time to time. To reorganize your data goto 'Utilities → Reorganize data'. Once you have selected this option, Pay100 Plus will display a 'pop up' that advises you of the progress of reorganization. Once the process is complete the pop-up will disappear.

Authorization Code

When your demonstration period expires, or if your Annual License Fee (ALF) is due, you may be required to enter a new authorization code that may be obtained from Comp-rite Kenya Limited. In order to enter this code, goto 'Utilities → Authorization Code'. You will be taken to the Authorization data entry screen (see image overleaf).



Your company name and serial number will be shown in the respective text boxes as show above. When provided with an Authorization Code, you must enter it into the box labeled 'Authorization'. Click on the 'Ok' button. Click on 'Yes' when prompted to update the file. Provided you have entered a valid authorization code, Pay100 Plus will update the software and unlock it for your continued use.